

# BASIC POLICE REPORT WRITING

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"I believe the author's instructional material on the collection, selection, and arrangement of material in police reports is realistically keyed to the learning level of the great mass of policemen and is the finest available material for police training officers and policemen interested in self-improvement."—  
From the Foreword by PAUL B. WESTON

A police officer, student, and teacher, Doctor Gammage writes with the authority of the lecture platform supported by years of experience as a working policeman. He makes no claim that this manual is a panacea, but he is convinced that thorough study and application of the principles and procedures presented will produce better report writers.

The introduction sets forth purposes, values, and principles involved in the preparation of reports. It is an effort to sell the practicing officer the idea that IN SUBMITTING SUPERIOR REPORTS HE NOT ONLY IS DOING A PROFESSIONAL JOB FOR HIS DEPARTMENT BUT IS CONTRIBUTING TO HIS OWN PROFESSIONAL GROWTH.

Part II is A GUIDE TO IMPROVE DICTION, SPELLING, CAPITALIZATION, ABBREVIATIONS, SENTENCE STRUCTURE, PUNCTUATION, and PARAGRAPHING. It is inability in these mechanical aspects that causes the average police report to fall short of ideal.

The third section deals with form preparation. Forms utilized are the result of study of many in current use and are those developed with a view to emphasizing the desirability of narrative presentations.

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San Francisco, California  
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# **BASIC POLICE REPORT WRITING**

*A Monograph in*  
THE POLICE SCIENCE SERIES

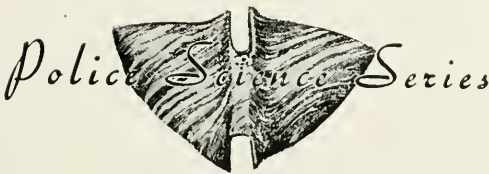
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Dedicated to my aunt, Mrs. Ed Snead

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## FOREWORD

**O**N AN OPERATIONAL LEVEL, the ability to describe a fugitive in a word picture that is a graphic representative of reality means prompt and rapid apprehension of criminals; sufficient aptitude to include all the essential elements of a crime in the few words of a court complaint means the people of the community will have an opportunity to convict a suspect of the crime charged; and the skill to sketch a police incident of today in some depth may mean the solution of tomorrow's crime.

On an administrative level, the words of police officers form the reports that make up the raw data whose compilation and study permits management to exercise the necessary control for the expert and efficient administration of a police unit.

In this text the qualities of factual prose necessary for police reports are thoroughly explained in an anatomical study of the mechanics of police report writing. Dr. Gammage sums up, without the waste of a single word, the selection and use of words, the structure of sentences, and the development of paragraphs. Almost in passing, he tells his readers of suitable stopping places in their reports as he presents simple principles on the art of punctuation.

A police officer, student, and teacher, Dr. Gammage writes with the authority of the lecture platform supported by years of experience as a working policeman. An excellent combination to launch new procedures in ferreting out facts during field note taking, and detailing methods for recording them in a manner which permits the officer to marshal his facts according to a definite plan when he must report the incident and describe the police action taken.

I believe the author's instructional material on the collection, selection, and arrangement of material in police reports is realistically keyed to the learning level of the great mass of policemen

and is the finest available material for police training officers and policemen interested in self-improvement.

Dr. Gammage has recognized and apparently solved the legitimate claims of both the formal and the informal levels of language usage and is to be complimented on the fact that he has avoided the dogmatic narrowness of the prescriptive grammarians, though he has provided the police profession with a text which is not only instructional, but which will also serve as a ready reference to the appropriateness and correctness of the various forms of police reports, and the language used in their preparation.

A Texan by birth and avocation, Dr. Gammage preaches the doctrine of direct sentences, for "telling 'em straight." This text is not a grammar book, though grammatical errors are detailed and some grammar introduced to show why such errors hinder the successful communication of ideas. In hard-hitting "plain talk" the author explains the parts of speech and the relation of writing to thinking. He also explores the need for developing a style of writing which will reflect an officer's thinking in order that he may tell a story which subordinates the minor phases of an incident or police action, and hits the reader right between the eyes with the main idea.

The emerging police profession may also erect another mile post since this book standardizes the methodology of police reports. Dr. Gammage has established national standards against which to evaluate the prevailing practices of an individual policeman or a police department. The author has studied the standard practices of the top police units in the United States, both large and small, and questioned police officers of all ranks who have qualified as experts by field experience. Therefore, it can be safely stated that this book is an authoritative reproduction of accepted report writing procedures in reasonably prudent police departments.

PAUL B. WESTON  
Deputy Chief Inspector  
New York City Police Department (ret.)



## PREFACE

**I**N THE AUTHOR'S PERSONAL experience and as the result of interviews and discussions with people in the police field, he is convinced that one of the greatest voids in the police procedures field is in the area of police report writing. Police practitioners at the performance level continue to struggle with their reports. Administrators express a high degree of dissatisfaction with the routine reports submitted. Most interested parties agree that the deficiencies stem from a lack of knowledge of the fundamentals on the part of the report writer. They also state that almost all recruit and refresher courses offered in the academies fail to accomplish the job of preparing police personnel in the art of report writing.

This manual was written with the hope that it will solve some of the problems of both the practitioner and administrator as they relate to operational reporting. The author makes no claim that this manual is a panacea, but he is convinced that thorough study and application of the principles and procedures presented will cause the reader to become a better report writer.

The introduction is designed to acquaint the reader with the purposes, values, and principles involved in the preparation of reports. It is an effort to sell the practising officer the idea that in submitting superior reports he not only is doing a professional job for his department but is contributing to his own professional growth.

Part II is a guide to improve diction, spelling, capitalization, abbreviations, sentence structure, punctuation and paragraphing because it is inability in relation to these mechanical aspects that the average police report often falls short of the ideal.

The third part deals with form preparation. The forms utilized are the result of study of many in current use and are those developed with a view to emphasizing the desirability of narrative presentations. Beginning with field note taking as the foundation

of operational reports, the reader is taken through the entire process from the recording of a reported incident to the many specialized forms used in reporting investigations, arrests and the identification of persons.

## ACKNOWLEDGMENTS

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He also owes a special debt of gratitude to Mrs. Carol Larsen and Mr. Paul B. Weston, Deputy Chief Inspector, N.Y.C.P.D. (ret.), who read the manuscript and offered their most helpful suggestions.

Last, but not least, thanks to Professor Nicholas DeLucia who provided the photographs and Miss Lois Mouchett who worked so faithfully in typing the manuscript.

A.Z.G.



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**BASIC POLICE REPORT WRITING**





**PART I**  
**INTRODUCTION**



## *Chapter I*

# DEFINITIONS, PURPOSES, AND TYPES OF POLICE REPORTS

**W**EBSTER'S NEW COLLEGIATE Dictionary defines a report as an account of some subject specially investigated or an official statement of facts. According to this definition, police reports may be written or oral; they may be detailed or brief; they may be simple or complex; they may be prepared by anyone in the department from the chief to the patrolman on the beat. In any event, police reporting has become one of the most significant processes in modern police operations. Reports result from the fact that someone has asked for them and needs them for immediate or future use. They are made to be read and used.

The larger the police department, of course, the greater the demand for reports. This is true because more information of different kinds is required and because more people are at different places where things are happening. The chief of a large department finds it necessary to have a greater division of labor, to hire more employees, to delegate more activities to subordinates, to supervise a greater number of people, and often to watch over a larger area.

Yet, any chief is responsible for all of the basic activities of his department. He must know what is going on throughout his agency, and in all departments, large or small, the principal way to determine what is going on is to require reports, to use proper reporting procedures, and to utilize the results.

In fact, the field of police reporting, broadly interpreted, is the field of police communications. At whatever point work is divided and delegated, the process of reporting begins. At whatever point policy is formulated or modified, the process of reporting is a "must." In government generally, as well as in police agencies, the matter of communicating is complex and presents a continuing problem. All sorts of information must, of course, flow upward and

downward through the department; but, in addition, and equally important in many cases, information must somehow be reported outward, across, and around. The setting of police reporting, then, is the entire field of communications. This means that the process of police reporting has at its disposal all of the ways and means available in the broader field. This includes oral and written techniques and all of the known media developed for the exchange of information and ideas. But police experience indicates that written communication, in most cases, is the most effective; and, in any case, is the form of communication which presents greater problems for the department and the reporter.

### **PURPOSES OF REPORTS**

In general, a police agency develops its reporting system to serve four key purposes: (1) to account upward and outward for its activities and for the justification of its program; (2) to report upward and outward information concerning progress, future needs and plans, and decisions being made or which may be made; (3) to report upward for purposes of administrative control; and (4) to inform downward in the organization concerning policies, program, organization resources, procedures, and all other matters concerning the work in the agency.

In reporting upward and outward the police agency takes into account the police organization itself; the mayor or city manager; the city council; the central government-wide service agencies such as the department of finance and the civil service commission; and the general public. In reporting downward in the organization the department must take into consideration all of the levels of responsibility and any special units or staffs which need to be kept informed of matters contained in a given report. In any of these situations a report may serve the useful purpose of interpreting facts, transmitting information, analyzing problems or situations, educating employees and others, accounting to superior authority, or controlling within the department itself.

### **TYPES OF POLICE REPORTS**

In fact, the many purposes served by police reports and our system of administrative independence have given rise to a number

and variety of reports which, in some departments, are actually appalling. As a result, the job of conducting a systematic discussion of police reports is almost impossible. But speaking in broad terms and in a rather elementary way, we may classify all police reports into two groups: informal and formal.

An informal report usually is a letter or memorandum or any one of many prescribed or used in day-by-day police operations. It customarily carries three items besides the text proper: date submitted, subject, and persons or person to whom submitted. It may, however, contain many items of administrative importance along with the subject matter of the text. Actually, most police reports may be placed in this category.

A formal report suggests the full-dress treatment, including cover, title page, letter of transmittal, summary sheet, text, appendixes, and perhaps an index and bibliography.

Another helpful plan for classifying police reports is based on the purpose of the report. Under this plan, any police report may be classified as either a performance, fact-finding, technical, problem-determining, or problem-solution report. The *performance report* contains information as to the status of an activity, activities, or operations. The *fact-finding* report involves the gathering and presentation of data in logical order, without an attempt to draw conclusions. A *technical report* presents data on a specialized subject. The *problem-determining report* attempts to find the causes underlying a problem or to find whether or not a problem really exists. The *problem-solution report* analyzes the thought process that lies behind the solution of a particular problem. It may include all of the elements found in the other types of reports, including presentation of data collected, discussion of possible solutions to the problem, and an indication of the best solution.

On the other hand, these rather informative classifications offer very little help in establishing a systematic arrangement of a veritable mass of police reports. Let's speak in more specific terms. For our purposes, police reports may be categorized as operational reports, internal business reports, technical reports, and summary reports.

*Operational reports* include those relating to the reporting of police incidents, investigations, arrests, identification of per-

sons, and a mass of miscellaneous reports necessary to the conduct of routine police operations. *Internal business reports* relate to the reporting necessary to the management of the agency and include financial reports, personnel reports, purchase reports, equipment reports, property maintenance reports, and general correspondence. As stated earlier, *technical reports* may present data on any specialized subject, but usually relate to completed staff work and add to the specific knowledge necessary to proper functioning of police management. *Summary reports* furnish intelligence information necessary to the solution of crime, accident, and police administrative problems. In addition, public reports in this category are made in recognition of the importance of public attitude toward police operations and serve the useful purpose of keeping executive and legislative authority and the general public informed as to problems, progress, and needs of the police agency.

#### **SCOPE OF THIS BOOK**

This book deals only with the first category—operational reports. These reports are the raw materials from which administrative reports are derived; thus, in directing efforts toward improving these basic reports, the author believes that the whole of the reporting process can be improved.

## *Chapter II*

# VALUES AND PRINCIPLES IN POLICE REPORTING

**T**O SOME EXTENT, THE SHEER number and variety of police reports serve to illustrate their continuing value; but, in the final analysis, one might rightfully say that the benefits derived from police reports are those associated with the entire police records system because reports are the raw materials from which records systems are made. Like the records themselves, a direct relationship exists between the efficiency of the department and the quality of its reports and reporting procedures.

### VALUES TO THE DEPARTMENT

The progressive police administrator utilizes reports to the fullest extent in making decisions necessary to the management of his department. Much of the information necessary to arrive at sound decisions is gleaned from administrative reports that give a picture of present conditions and problems faced by the department, of the work of individual employees, and the activities of whole units dealing with these problems.

The efficient police administrator utilizes reports to determine the character, extent, location, and time of occurrence of crimes and other incidents requiring police action. With this information, he identifies police hazards, isolates the particular elements requiring attention, and directs his energies to eliminating the hazards or reducing their potency. Reports relating to traffic control aid in the determination of engineering, educational, and enforcement activities that will solve a particular traffic problem. They aid the police administrator in the distribution of manpower; and, when shifts occur in action requiring police attention, they tell the administrator where to concentrate his striking power. Using reports as an accounting device and a means of analysis of operations, certain measuring sticks, standards, or comparisons may be applied in appraising police efficiency.



Police reports aid in the fixing of responsibilities so that employees may be held accountable for performance. They register assignments, and provide a check on the accomplishment of tasks. Adequate reports provide one of the principal aids to supervising officers in the management of personnel and help them in their routine work by showing the progress of investigations and revealing deficient and improper handling of cases. Successful prosecution of criminals often depends upon the quality of the reports submitted in an investigation, and these same reports contain a wealth of information useful in the identification and recovery of persons and property and the preservation and presentation of evidence in court.

As the principal medium of communication in a department, police reports tend to integrate the various branches of the agency into one coordinated unit. They are useful in keeping the public informed of police problems and accomplishments, providing property inventories and records of equipment use, fostering the financial backing and sympathetic support necessary to the accomplishment of programs, preparing the departmental budget, managing the department's fiscal affairs, and formulating plans so necessary in meeting future needs.

#### **VALUES TO OUTSIDE PERSONS AND AGENCIES**

On the other hand, the benefits derived from reports do not stop with the department. Prosecutors and the courts use them in preparing complaints and determining the specific violation that will be charged. They assist the court in determining the punishment that will fit the offender. In simple offenses some judges follow the practice of accepting the officer's report, reading it to the defendant, and passing judgment.

Most police departments also permit representatives of the newspapers to read investigation reports. Since the press will print stories in any case, it is generally desirable to save the time and energies of newsmen and police officers by allowing reporters to obtain facts as they are gathered by the investigating officer. In the long run, the utilization of reports in this way establishes improved public relations and eliminates highly colored statements made by individuals with personal interests at stake.



Reports are the principal source of information in the department's efforts to assist other agencies. Every police department is frequently called upon to assist others. Adequate reports facilitate notification of the police in other cities concerning wanted and missing persons, lost property, stolen automobiles, and other important matters. This pooling of effort and information is a "must" in combating the modern criminal who moves rapidly from one area to another. Police reports are also useful in calling pertinent conditions to the attention of other departments and agencies. They include such items as fire hazards, violations of health rules and the building code, damaged pavements and sidewalks, defective street lights, and a multitude of similar matter. These municipal departments concerned often utilize the reports of the police department when they are being sued for alleged acts of negligence. Federal security and enforcement agencies find that reports maintained in local departments are among their most valuable assets in conducting their investigations, and other governmental agencies and private individuals find in them the answers to many of their questions when involved in surveys and other types of research.

### **VALUES TO THE INDIVIDUAL OFFICER**

In fact, we might continue indefinitely to enumerate the benefits and uses of police reports as aids to the department, the courts, other governmental agencies, newsmen, and private individuals. But what about you as a practicing police officer? Are police reports also designed to help you? Yes. If you have not discovered it previously, you will find them to be a stockpile of information. If you do your job well, you will check reports daily in the normal conduct of your job. Reports permit an interchange of information between you and other officers which can be accomplished in no other way. They are one of your principal sources of information in conducting investigations. The alphabetical files of almost any department contain thousands of name cards. These cards are searched daily by officers in checking a suspect's story, locating persons for the purpose of executing warrants of arrest, obtaining the names of friends in the process of locating wanted and missing persons, and clearing crimes to which subjects have confessed

responsibility. Reports are especially helpful in the passing of a case from one officer to another, providing the necessary continuity in an investigation when you must take over on another officer's day off; when there is a change of beat; or when, as a detective, you continue an investigation after the preliminary stages are complete. In preparing cases for court, you must rely almost entirely upon reports previously made by you or others. Reports are the only source of information for the disposition of a case; they tell you whether the subject should be prosecuted, reprimanded, or subjected to some other treatment.

In the final analysis, your own reports should be of greatest concern to you because they are colored by your personal qualities. In all probability they reveal more about you than you realize. They say something about your education, training, experience, industry, ambition, initiative, resourcefulness, and oftentimes your fears. When they are evaluated by your superiors, they reveal your capabilities and incapacities and establish a basis for commendation or criticism.

### **PRINCIPLES OF GOOD REPORT WRITING**

All of the above facts should prove the importance of police reports to you and to everyone who works for a police department, but the answer to the problem of reports and reporting procedures does not depend upon mere appreciation of values. The real answer lies in the quality of the end product. Quality is the result of accomplishment of basic principles; and, in this regard, all police reports from a simple, brief memo to a complex, formal, investigation report require the application of certain standards. In summary, any police report should be clear, pertinent, brief, complete, current, accurate, fair, properly classified, informative, and objective. In addition, it should be submitted in proper form and on time. These standards or principles stem from the fact that reports are written to satisfy a need, and in order to satisfy the need they must satisfy the reader. In the first place, the reviewer is likely to be a busy man. His time is precious and his calendar allows him little time for creative work or concentration. In the second place, reports are regularly read by people beyond the man

to whom they are addressed. When a report is to go beyond the section, bureau, or division, special care must be exercised to include adequate background information and to be sure that the report is complete. In the third place, the reader is depending upon the report to make his own decisions. Usually he must rely on the clarity, completeness, accuracy, fairness, and objectivity of a report and accept it as his own. With these facts in mind let's take a closer look at the rules.

### **The Report Should Be Clear**

Unless your report is as simple and direct as possible, it is not likely to be accepted or used. It should include a clear statement of objectives or purpose so that the reader can quickly evaluate it against this stated objective.

### **The Report Should Be Pertinent**

Your report should deal exclusively with the stated objective or the subject or functions with which it states it is concerned. If other subjects are introduced, they should be related to the major one, and the relationship should be made clear.

### **The Report Should Be Brief**

Although brevity is a relative matter and should depend upon the nature of your report and the use that will be made of it, it should be brief enough to be useful, but not so brief as to raise questions about its validity. Brevity is achieved by avoiding verbosity and needless repetition, unnecessary detail, and all matters not bearing on the subject under discussion. It includes the ability to make your report unified, coherent, and emphatic.

### **The Report Should Be Complete**

Within the dimensions of the assignment or stated objective, your report must be sufficiently exhaustive so that the reader can use it with confidence. Although again this is a relative matter, completeness means reporting all the facts you have learned which have a bearing on the problem or case. Partially stated facts are as misleading as falsehoods. They can create a false picture in the

mind of the reviewer and cause him to make decisions which appear ridiculous in view of the complete set of facts. The reviewer will know only as much about the problem or case as your report to him. He must make a decision solely on what he has read and not on what you have in mind. You must put into the report all the pertinent and relevant information developed during the course of your investigation; leave nothing to the reviewer's imagination.

### **The Report Should Be Current**

Unless the information in your report is up-to-date as of the time of its use, it is likely to cause unwise or even erroneous decisions. Therefore, your report should be carefully dated, not only with respect to the time it was written, but as of the time the investigation ended. In some situations even a few hours may render the information obsolete.

### **The Report Should Be Accurate**

Unless your report is as accurate as possible, it may be embarrassing to you, the chief, and to others. If there are errors of substance or judgment, it raises doubts with respect to your methods of investigation, the preparation of the report, or in the competence of the person or persons who evaluated it. In order to be accurate, you must conform to the truth. A report is an exact recitation of the facts obtained without any addition or subtraction. A fact is that which you know to be a fact by the use of any or all of your five senses. Any other information is hearsay; it must be given at the proper time and place in the report and labeled as such.

### **The Report Should Be Fair**

Regardless of the type of report, fairness is essential to a good report. In some reports it may be difficult for you to be unbiased, but you must make every effort to recognize your difficulty and to eliminate its influence on your report. One way to achieve fairness is to report all of the facts. Nothing should be concealed or withheld because it tends to weaken your case or because it doesn't fit

your conclusion. Fairness can be achieved by keeping an open mind. Take facts as you find them. Preconceived theories, theories based on guesses, may cause you to attempt to warp, twist, contort, and even to concoct facts to fit these previous ideas. If you remember that as a report writer you are basically a fact-finder, you will eliminate this pitfall.

### **The Report Should Be Properly Classified**

If the substance of your report deals with secret or classified information; or, if the nature of the report is one requiring confidential treatment until it is released, this should be clearly stated.

### **The Report Should Be Informative**

Your report should present the subject understandably and give proper emphasis to the matter requiring attention or action. Where appropriate or possible, alternative actions should be suggested together with the advantages and implications of each.

### **The Report Should Be Objective**

As a rule, the tone and content of your report should be entirely free of propaganda. This should apply to the detail, to the points of emphasis, and to alternative recommendations if they are made. Even if recommendations are made in the report, they should be supported by evidence which gives them the quality of reliability. If personal opinion is included, it should be presented at the appropriate time and place and clearly labeled.

### **The Report Should Be Written in Proper Form**

Form refers to the arrangement of the material presented, the visual shape of the document, the mechanical set-up. It refers to anything that will make your report more easily read and useful as a reference. It includes, among other things, proper paragraphing, proper indentation, proper underscoring, proper capitalization, or any device which sets out the important phases of the report. Form includes the proper setting forth of the various headings of the report and the pertinent material of each. It refers to the proper inclusion of exhibits. It refers to the neatness of the report, the



spelling, abbreviations, punctuation and preciseness of expression. If your report can be read easily, if the reviewer can find without difficulty those parts in which he is primarily interested, and if the document can be used effectively for later reference, the report form is adequate.

### **The Report Should Be Presented On Schedule**

Unless your report is made promptly and according to schedule, it may lose its effectiveness or, worse still, may arrive after the need for it has passed. In order to take no undue risks in this matter you should plan the completion of your report ahead of the deadline. This allows for deliberate re-reading or even the adding of last minute data or events. It also allows a margin of time in which to present your report before the reviewer begins to be concerned about its being presented on time. And, if you wish to supplement your written report with an oral presentation, your opportunity to do so is enhanced if you are ahead of schedule.

### **REWARDS FOR GOOD REPORT WRITING**

As an employee of a police department you must never lose sight of the constantly useful purpose of police reports and the standards involving in writing them. If you keep these things in mind, you will be more willing to do the hard work necessary to learn how to write good reports. As in any other job, your rewards from report writing will depend upon how well you grasp the opportunities as they continually come your way. If you are a practicing police officer, these opportunities occur each and every day. Do the best job possible in writing your routine reports. Supervisors read them; administrators often see them. You should not be surprised at the fact that opinions as to the quality of all of your work are formulated, to a great degree, by the quality of the reports that you normally submit. Reports are the best gauge of the pride you take in your work, the interest you manifest, the abilities you possess, and the knowledge you have accumulated.

When you write outstanding reports, you open the door to other opportunities. Assume, for example, that an unsatisfactory condition is causing someone in a responsible position in the de-

partment to want to make changes. Let's assume, in the second place, that your past reporting efforts have been so outstanding that this responsible person selects you to investigate and report your findings. Assume, in the third place, that you (after hard work, trial and error, some sweat and blood) come up with a proposal that is adopted and found successful. Although these assumptions are strictly hypothetical, you may be certain that, if these statements were fact, you would be in an enviable position to enjoy the highest respect of your superiors and to assume even greater responsibilities in the future.

On the other hand, it is impossible to do your job as required unless you know how to write acceptable reports. The complexity of modern police departments, the pressures of routine operations, and the way police work is done make report writing as necessary as routine patrol and the inspection of police hazards. Because the final worth of a report depends upon its being read and understood, the demand for carefully prepared and clearly written reports is unending. The ability to write reports will not only satisfy the needs of the department, other agencies, and individuals, but will also enable you to prove that you know something and can express it. If no other rewards were possible, the priceless feeling of satisfaction resulting from a job well done should be worth the price you pay in the process of learning. One of the better ways to achieve this satisfaction is to eliminate the mechanical defects in your reports. Part II is an effort to help you to do this.





**PART II**  
**MECHANICS OF REPORT WRITING**



## *Chapter III*

### **SELECTION AND USE OF WORDS**

**I**N POLICE REPORT WRITING, words are your only tools of communication. They are symbols of meaning, but unfortunately you can't be sure that the meaning you give to a word will be the same as the meaning your reader will give to it. Communication actually begins when you find a word to express a meaning; it is not complete until your reader has understood. Cause him to understand through the use of an adequate vocabulary and the selection of the right words to carry your ideas to him.

#### **VOCABULARY**

Your vocabulary is the supply of words which you possess for use in writing. This supply consists only of those words which you can use effectively. Your vocabulary grows in proportion to the demands made upon it. Any officer who can get along in his work with a few hundred words is not likely to learn more. Memorizing ten new words a day does no good, unless there is occasion to use the new words. On the other hand, any active police officer writes reports each and every day; report writing offers an excellent opportunity to use a vocabulary. Ordinarily, new words or new meanings for familiar words are first encountered in reading. Thus extensive reading of literature in the police field is recommended. One of the best ways to improve your vocabulary is to cultivate the habit of accurate reading, trying to see exactly why an author uses a particular word.

Along with careful reading, learn how to use the dictionary and then use it. A dictionary is very carefully edited, and every symbol, abbreviation, or change of type means something. The signs are explained in the introductory section, and you need to be familiar with those in the dictionary that you most often consult. A good dictionary contains a great deal of useful information

besides definitions. You will find the pronunciation, spelling of comparative and superlative forms, and the etymology of words. If you become thoroughly interested in a word and learn about it, this word probably will become a part of your vocabulary.

In your report writing, you must develop the habit of looking for the exact word that expresses your meaning, rather than writing the first word that comes to your mind. Instead of writing that the attitude of the witness was *uncooperative*, try to find a word that indicates more precisely the grounds for your disapproval. Accurately discriminating the meaning of the words you write will increase your vocabulary and make possible a more precise expression of your ideas in reports.

### DICTION

Your choice of words, or diction, can be the source of great difficulty between you and your reader. What can you do to prevent misunderstanding?

#### **Define Your Audience**

When you sit down to write a report, one of the first thoughts that should come into your mind is: Who will read what I write? Remember that you are writing for real people in the police department, probation department, district attorney's office, or maybe for the general public. As a general rule, material written for the chief of police or the district attorney is not suitable for the patrolman with lesser experience or academic background; on the other hand, the fact that your reader may have a college degree should not encourage you to force difficult written materials on him. Your reports can be simple enough to be read with ease by a poor reader and yet be interesting enough to hold the attention of a good reader. Define your audience and keep your writing at a level that they will understand.

#### **Adjust Your Words to An Appropriate Reading Level**

Much of your reader's ability to understand what you write depends upon his education and experience. General surveys of the formal educational level of personnel in police departments

reveal that a majority of policemen, supervisors, and administrative personnel have completed high school training.

What does this mean to you as a report writer in a police department? Simply this. If you want your reports to be comfortably understood by most readers, adjust the reading level at least two grades below the educational level of the majority who are to be reached. Police personnel represent the average reading public, and surveys have also revealed that widely popular reading material goes no higher than the tenth grade. Why? Because people can comfortably understand material up to the tenth grade level; only a relatively small portion of the population feels at ease with more difficult reading. Forced to read material above the twelfth-grade level, your reader finds it increasingly difficult to understand. When you give him easy reading, he gets the meaning you intend. He never says that reading is too clear. He may, however, say that your ideas are too simple, but that is another matter.

You may feel that these rules are oversimplified — that they ignore the large number of people in the department who have gone beyond the twelfth grade and who should, therefore, be able to read and master difficult reading materials. You are on the defensive, though, for your reader, no matter what his education and experience, will be grateful for easy reading. Why make him work harder than necessary just because you can do the task? State your ideas simply by the use of words that your reader readily understands. Reports in a police department, for patrolman or chief, should not get in the way of the work to be done.

Read your daily newspaper, *Reader's Digest*, or *Time*. Notice the level of reading material presented. The publishers of these periodicals know the reading level of the average reader and keep their publication at that level. This should be a good guide for you in establishing a reading level for your reports.

### **Use Words That Are Specific, Concrete, and Definite**

A vague statement is not only dull and unimpressive, but almost empty of meaning. General statements and abstract words have their uses, but most people overdo them in the hope of sound-

ing impressive or of concealing their ignorance. Use concrete terms like *ran*, *limped*, or *crawled* instead of a general term like *proceeded* or a colorless word like *went*. You are supposed to know exactly what you mean; if you don't, vague general terms will not help you and probably will convey the wrong idea to your reader.

Abstract words are difficult to understand because they do not represent experiences which your reader can mentally see, feel, hear, touch, or smell. Concrete words, on the other hand, are more likely to have meaning because they are related to the five senses. They deal directly with experiences common to both you and your reader. If you want to get your idea across to your reader, use concrete words. Abstract words increase difficulty; concrete words improve readability.

### Be Concise

Unnecessary words dilute your writing. They will often suggest that you do not know, or do not care about, what you are saying; for beating around the bush is a common trick of writers who are trying to cover up a lack of real content. If what you have to say is worth saying, it should be concentrated and emphatic.

Conciseness is not the same as brevity. It is relatively easy to be brief; you just leave out details and say less. Conciseness, on the other hand, means saying the same thing in fewer words. It is not always a virtue to be brief, for the details are often necessary. But it is always good practice to be concise.

Wordiness is often caused by the bad habit of restoring to ready-made phrases and sentence patterns. Many people can't write *dark* without adding the adjective *pitch*. You should eliminate stilted and automatic phrasing and wordiness when you proof-read your report. First drafts should be carefully edited and revised to eliminate wordiness.

Very often a single word will do the work of a whole mouthful of words — and do it better. A single little word, for example, may take the place of a group of words, like these:

of the order of magnitude of .....	about
for the purpose of .....	for
in the nature of .....	like
along the lines of .....	like

prior to .....	before
subsequent to .....	after
in connection with .....	by, in, etc.
with respect to .....	about, in, etc.
with regard to .....	about
in the amount of .....	for
on the basis of .....	by or from
in accordance with .....	by
on the occasion of .....	when, on
in the event that .....	if
in the case of .....	if
in view of the fact that .....	since, because
for the reason that .....	since
with a view to .....	to
despite the fact that .....	though
give consideration to .....	encourage
have need for .....	need
give encouragement to .....	courage
make inquiry regarding .....	inquire
comes into conflict with .....	conflicts
give information to .....	inform
make note of .....	noted
is of the opinion .....	believes

Sometimes you can make a word or two do the work of a whole clause, like this:

information which is of a confidential nature . . . confidential information

### **Avoid the Use of Unnecessary Legal Terms**

All police operations are based on laws; it is not strange that many legal terms are used in police reports. Some of these are necessary. However, too many of them impart an undesirable legalistic flavor. Let's "ditch" the unnecessary legal phrases. In addition to sounding legalistic, they are stuffy; and some are hard to understand.

<i>For this</i>	<i>Substitute this</i>
in lieu of .....	in place of
the other party .....	the other person
interrogated the witness .....	asked the witness
such statement .....	this statement
said informant .....	the informant
hold in abeyance .....	wait, postpone action
the subject typewriter .....	this typewriter



Let's completely eliminate *herewith, hereto, herein, hereby, thereof, therein, thereon, and the aforesaid.*

### **Avoid Technical Words**

Like legal terms, technical language can be very accurate and useful. But when your reader doesn't have a technical background these words can be very discouraging to him. Don't use fine distinctions in words when these distinctions are not needed. Some writers often spend time quibbling about technical niceties which have no real meaning for the reader. When you must use technical words, and you think that your reader will not understand them, explain them.

### **Avoid the Use of Elaborate Words**

Probably one of the better ways to suffer criticism in police reporting is to become addicted to fancy, overformal, pseudotechnical language. In this kind of report, the officer never "does" anything; he always "performs" it. Nor does he "begin" an investigation; he "initiates" or "inaugurates" it. Then he doesn't merely "end" it; he "terminates" or "consummates" it. "Phony" formality will drive you to substitute stuffy words for plain ones: "secure" for "get," "utilize" for "use," "effectuate" for "carry out," "ascertain" for "learn," or "subsequent to" for "after." A determined effort to keep your reports free of unnecessary elegant and stilted language will pay. This kind of language is harder for anyone to understand. It takes longer to read and raises roadblocks against communication. Choose the simplest word that clearly carries your meaning, for simplicity is the essence of dignity and strength.

### **Avoid Bookish Words**

Words or phrases may also be described as bookish or plain. Although it is not suggested that you eliminate bookish words from your vocabulary, they are words that appeal to but few readers; plain ones reach everybody.

<i>For this</i>	<i>Substitute this</i>
Accordingly, consequently .....	And so
Furthermore .....	Also
Hence, thus .....	Therefore



Likewise .....	And
Moreover .....	Also
Nevertheless .....	But
That is to say .....	In other words
To be sure .....	Of course
Conversely .....	On the other hand

### Avoid Trite Words

Words or phrases may also be labeled as trite or fresh. Trite words or phrases are those that have been so overworked that they have become stale and common; fresh ones, although in ordinary use, attract your reader because of their simplicity.

<i>Trite</i>	<i>Fresh</i>
<i>Instead of this</i>	<i>Try this</i>
Afford an opportunity .....	Allow
Are desirous of .....	Want to
Experience has indicated that .....	We learned
In a manner similar to .....	Like
It is recommended that consideration be given to .....	We recommend that
In a situation which .....	When
Makes provisions for .....	Does
Takes appropriate measure .....	Acts, does
The fullest possible extent .....	The most
This department is cognizant of .....	We know
With due regard for .....	For

### Avoid Scatterbrain Words

More troublesome even than useless words are “scatterbrain” words. This kind of word scatters its meaning over a wide area. It can mean so many different things that a reader must figure out what idea it is supposed to have. Many times he can’t tell.

Here is an excerpt from a technical police report. Italics show the scatterbrain words:

The policy of the police department with respect to the men during off-duty hours is that they should be used in a ratio to on-duty men in a *proportionate amount* to be *predicated* on the extent of the emergency.

A reader can figure out what the italicized words mean if he thinks a bit. The trouble is that these words don’t focus on the

subject matter. The message that the words sought to communicate was fairly simple. It could have been stated as follows:

The police department may need to use off-duty men during emergencies, but these men should be used as sparingly as possible.

### **Avoid Smothered Verbs**

To communicate knowledge, you must communicate ideas and relationships between ideas. A verb is a relation-showing word. A smothered verb, then, is one that is kept from clearly showing a relationship. A verb is smothered when it is buried inside another word. Some smothered verbs are italicized in the following sentence:

It has been pointed out that, in the police department, careful initial *selection* and *classification* are important *procedures in eliminating* potential maladjusted personnel.

Each of the italicized verbs, because it is buried in another word, has lost its power to state a clear relationship. You can restore the power of the verb by linking an idea to it. For example, the first smothered verb in the sentence quoted is *select*, buried in *selection*. It prompts the question: Who selects what? To answer that question, create this thought: The police department selects people. Through the same type of reasoning you can either restore the other verbs in the sentence or eliminate them completely. Your revised sentence might read like this:

As has been said, if the police department selects and classifies personnel carefully at the outset, it will have fewer maladjusted people.

### **Use the Level of Diction Appropriate to the Situation**

Certain words are appropriate in formal or literary writing. Police reports are informal by nature. Do not use literary terminology. On the other hand, colloquial terms, popular slang, and vulgar words should not be used unless in direct quotation. For the most part the informal English of the educated is appropriate; use other forms only when you must.

### **Use Proper Grammar**

Some of the more common errors in diction result from lack of understanding of grammar. Don't be guilty of grammatical errors. Follow these rules.

Don't substitute an adjective for an adverbial construction.

*Wrong:* The suspect was real surprised when he saw us.

*Right:* The suspect was really surprised when he saw us.

*Wrong:* The condition of the victim was some improved.

*Right:* The condition of the victim was somewhat improved.

Note: After verbs of the senses (look, sound, smell, taste, feel), following *be*, *seem*, *appear*, an adjective is used unless the verb expresses action.

The witness looked angry. (adjective)

The witness looked at us angrily. (adverb)

Don't split your infinitives.

*Wrong:* He agreed to readily go with us. (split infinitive)

*Right:* He readily agreed to go with us.

Don't substitute a preposition for a conjunction.

*Wrong:* The investigation report is not acceptable *without* the officer signs it.

*Right:* The investigation report is not acceptable *unless* the officer signs it.

*Wrong:* The victim was fond of athletics *like* other boys are.

*Right:* The victim was fond of athletics *as* other boys are.

Don't use an adverb for a noun clause or phrase.

*Wrong:* The reason the witness was there was *because* he was asked to remain.

*Right:* The reason the witness was there was *that* he was asked to remain.

Don't use a pronoun that does not agree in number with the noun to which it refers.

*Wrong:* There may be many *types* of patrol in a single police department, but *its* principles of organization will be the same.

*Right:* There may be many *types* of patrol in a single police department, but *their* principles of organization will be the same.

Avoid double negatives. Negatives are not to be used with *hardly*, *scarcely*, *only*, and *but* when these words are used in the same sense as *only*.

*Wrong:* The victim states that she *hasn't no* place to go.

*Right:* The victim states that she *has no* place to go.

*Wrong:* The four of us *couldn't hardly* pull the victim from the river.

*Right:* The four of us *could hardly* pull the victim from the river.

*Wrong:* There *wasn't but* one place to look.

*Right:* There *was but* one place to look.

Avoid unnecessary repetition. Repetition for emphasis is sometimes useful, but repetition often serves no purpose. This is true of the words in parentheses.

This will enable an officer to conduct arrests more effectively (than if he waits until a later date).

The survey is nearly complete (at the present time).

The situation calls for quick (and expeditious) action.

The chief of police is authorized to (do and) perform the following (designated) duties (and functions).

### A FINAL SUGGESTION ABOUT WORDS

Now, if you really want to do something about words, proofread each report that you submit. Follow the suggestions as presented in this manual. On a long-term basis, follow some suggestions by Santmyers. They will aid you in the selection of words and in increasing your vocabulary.

1. Equip yourself with the following books:

*Webster's New Collegiate Dictionary*, G. & C. Merriam Co.

Fernald's *English Synonyms and Antonyms*, Funk and Wagnalls Company.

Roget's *Thesaurus of English Words and Phrases*, Garden City Publishing Company.

Opdycke's *Get It Right*, Funk and Wagnalls Company.

2. Every day select from your reading or from what you hear two words to be looked up in the dictionary, in the thesaurus, and in the book of synonyms.
3. Say the words aloud until you know their correct pronunciation.
4. Use the words in a written statement about something that interests you.
5. Tell a friend or working partner about the two words.
6. Occasionally select two words you have been using for a long time. Look them up. You will be surprised to know how many of them have useful hidden meanings—meanings that will serve you when you must find words to make your ideas clear to certain groups or particular readers.

Words are the expression of your thoughts. Get as many of them as you can; they will help you to make your thoughts clear to others. Know your words so that you can be friendly with them and not fight them. They are not slaves they are friends.<sup>1</sup>

<sup>1</sup>Selby S. Santmyers: *Practical Report Writing*. Scranton: Laurel Publishers, 1950, p. 16.

## Chapter IV

### SPELLING

**P**ROBABLY THE BEST EVIDENCE of ignorance and laziness in police report writing is poor spelling. There is no legitimate excuse for it because every word in a report can be spelled correctly without taxing the mentality of the writer. People are not born knowing how to spell, nor has ability to spell much to do with intelligence. It is almost entirely a matter of habit; therefore, poor spellers need not be discouraged. If you are a poor speller, a reasonable amount of persistent practice will make a satisfactory speller out of you.

It is not necessary to learn all of the more than 600,000 words that are in the dictionary. Actual surveys indicate that a few hundred words cause most of the trouble. Really difficult words are seldom misspelled. You can always look them up. The words that cause trouble are everyday words like *receive* and *occurred*, which are used so frequently that no one goes to the bother to look them up.

#### HOW TO LEARN TO SPELL PROPERLY

Every squadroom should have a good dictionary as permanent equipment. If the police agency does not furnish one, you and others should pool a few cents each and buy one.

Another very valuable book to any report writer is a publication by the Gregg Publishing Division of McGraw-Hill Company. This book, *20,000 Words*, is so small that you can hold it in the palm of your hand. Twenty thousand words are spelled, divided, and accented. Its value rests in the saving of time in looking for words. The book is based upon the very truthful assumption that, in nine cases out of ten, when you go to the dictionary it is to find how to spell a word or how to divide it at the end of a line. Much space has been saved by the elimination of short, easy words that present no spelling problem and others that are seldom used. Restricting the list to the words actually needed makes the words

that you need much more easily found. You can find the word you need in this book in a few seconds.

After writing a report, check the entire rough draft for misspelled words. Look up all words that seem to be misspelled.

If you are a poor speller, practice constantly in trying to improve your spelling. Form a habit of looking at words letter by letter. Most people read without seeing individual letters at all, so that ordinary reading will not suffice. Spell the words out, a letter at a time; say them out loud; write the letters as you say them. A word of caution, use this technique only with the idea of improving your spelling; it won't improve your reading speed or comprehension.

In reading words letter for letter you will discover certain danger spots. You will find that a single vowel in the word or a combination of two letters is the danger spot. Locate these danger spots and concentrate on them.

By concentration on the word you may be able to spell many words of which you have had some doubts. Words of more than one syllable are made up of a stem word and a prefix or suffix. The word *disappoint* is made up of the verb *appoint* and the prefix *dis*. Spell the word *appoint*, add the prefix *dis*, and you have spelled your troublesome word correctly. Become familiar with the common prefixes and suffixes; they will prove very helpful in your spelling.

A list of several hundred words is included in the pages which follow. These are the words commonly misspelled by most police report writers. Learn how to spell all of them.

Finally, some common words can be spelled by rule. The rules are presented also. However, you should be cautioned that spelling rules may give you trouble rather than help you. If you use a rule, be sure that you know what the rule is and where it applies. Learn the rules and experiment; see if they help. If they help you, use them; if they do not, pay no attention to them.

## THE SPELLING RULES

### Consonants and Vowels

All words are made of consonants or vowels or a combination of them. The vowels are *a*, *e*, *i*, *o*, *u*, and sometimes *w* and *y*. All other letters of the alphabet are consonants.



## Basic Spelling Rules

Words of one syllable and words of more than one syllable accented on the last syllable and ending in a single consonant preceded by a single vowel—double the final consonant before adding a suffix beginning with a vowel.

The word *run* is a single syllable word ending in a consonant, *n*. The consonant is preceded by a single vowel, *u*. Thus, when something is added to the end of the word (a suffix) double the final consonant, *n* . . .

The suspect was seen *running* from the scene.  
bag baggage hot hottest fun funny

The word *occur* has two syllables. The accent is on the last syllable, *cur*. Thus, the above rule also applies.

occur occurred prefer preferred

NOTE: If the accent shifts when the suffix is added, the consonant is not doubled.

For example, the accent shifts in the word *prefer* when the suffix *ence* is added. Thus the resulting word is spelled *preference*.

Words ending in a silent *e* usually drop the *e* before adding a suffix beginning with a vowel, but retain the *e* before a suffix beginning with a consonant.

For example, the word *hope* ends in a silent *e*. The final *e* is dropped before adding the suffix *ing*. Thus, we have *hoping*.

On the other hand, the *e* is retained when the suffix *ful* is added because the suffix begins in a consonant. Thus, the resulting word is spelled *hopeful*.

Exceptions: Words ending in *ce* and *ge* retain the *e* before suffixes beginning with *a* or *o*, such as *able* and *ous*. The final *e* is also retained to prevent mispronunciation or confusion in meaning.

Examples: courage courageous  
peace peaceable  
singe singe singeing (not to be confused  
with singing)

Words ending in *y* preceded by a consonant change *y* to *i* when adding a suffix beginning with a vowel. On the other hand, the final *y* is retained when the suffix begins with *i*.

For example, the word *fry* ends in *y*. The *y* changes to *i* when the suffix *ed* is added. (fried)

study studied

The word *study* ends in *y* and the final *y* is retained when the suffix *ing* is added. (studying)

Words with the *ei* or *ie* combination usually have *i* before *e* except after *c* or when sounded as *a*. A final *ie* is changed to *y* when the suffix begins with *i*.

The word *believe* offers a good example of the first part of the rule. In the word *receive* the *ei* or *ie* combination is preceded by *c*; thus, the *ei* combination is used.

In the word *die* the *ie* is changed to *y* before a syllable beginning with *i*. Thus, we have *dying*.

Exceptions may be found in such words as *neither*, *foreigner*, *financier*, *seize*, *forfeit*, *their*, *weird*, *heights*, and *leisure*.

A word ending in *y* preceded by a consonant forms its plural by changing *y* to *i* and adding *es*.

The word *baby* ends in *y*. The *y* is preceded by *b* a consonant. Thus, the plural of *baby* is spelled *babies*.

lady ladies      ally allies

A noun ending in *y* preceded by a vowel forms its plural by adding *s*.

The word *valley* ends in *y*. The *y* is preceded by the vowel *e*. Thus, the plural of *valley* is spelled *valleys*.

Proper names ending in *y* do not change *y* to *i* even though preceded by a consonant.

Murphy Murphys      Mary Marys

A word ending in *o* preceded by a vowel forms its plural by adding *s*.

folio folios      radio radios

A word ending in *o* preceded by a consonant usually forms its plural by adding *es*.

cargo cargoes      tomato tomatoes      potato potatoes

Some exceptions include musical terms such as *alto*, *solo*, etc.

Most words ending in *f* or *fe* form their plurals by changing *f* or *fe* to *v* and adding *es*.

thief thieves      knife knives      self selves  
leaf leaves      wife wives      life lives

Words ending in *ful* form their plurals by adding *s*.

barrelful barrelfuls      cupful cupfuls



Compound words form their plurals by adding *s* to the principal word.

son-in-law	sons-in-law
step-father	step-fathers
editor-in-chief	editors-in-chief

Words derived from a foreign language usually retain their foreign plural forms. Sometimes two forms are permissible.

<i>us</i> changes to <i>i</i>	alumnus	alumni
<i>a</i> changes to <i>ae</i>	alumna	alumnae
<i>um</i> changes to <i>a</i>	memorandum	memoranda
<i>on</i> changes to <i>a</i>	phenomenon	phenomena
	critterion	critteria

### WORDS MOST COMMONLY MISPELLED IN POLICE REPORTS<sup>1</sup>

<b>A</b>	advertisement	anniversary
absorb	advice	announce
abduction	advise	annual
absurd	affidavit	annulment
accept	affirmative	answer
accessories	aggravate	antique
accident	again	anxiety
accommodate	airplane	anxious
accompaniment	aisle	apologize
accumulate	alcohol	apparatus
accurate	alinony	apparel
accustom	allotment	apparent
ache	all right	appearance
achievement	alternative	application
acknowledgment	although	appreciation
acquaintance	altogether	appropriate
acquainted	always	arson
acquitted	amateur	arrangement
across	ambitious	artificial
additional	among	assembly
adjust	amputation	assistance
admission	amusement	associate
adultery	analyze	assortment
advantageous	analysis	athletics

<sup>1</sup>Learn this list of words, ten words at a time. Once you have mastered them, the author believes that most of your spelling problems in police reports will be at an end.

attendance  
 attribute  
 authentic  
 authoritative  
 automatic  
 auxiliary  
 awkward

**B**

bacteria  
 ballot  
 bandage  
 beginning  
 behavior  
 benefited  
 bequeath  
 bicycle  
 bigamy  
 blackmail  
 bookkeeping  
 bouquet  
 breadth  
 brevity  
 brief  
 built  
 bulletin  
 buoyance  
 burglary  
 business

**C**

calendar  
 campaign  
 candidate  
 carrying  
 cashier  
 casualty  
 casualties  
 catastrophe  
 ceiling  
 cemetery  
 censor

cereal  
 character  
 chauffeur  
 choose  
 circle  
 circumference  
 circumstance  
 citizen  
 coercion  
 coincide  
 collar  
 collision  
 colonel  
 color  
 column  
 coming  
 commercial  
 commission  
 committee  
 committed  
 committing  
 community  
 competition  
 complainant  
 complexion  
 compulsory  
 conscience  
 conscientious  
 conscious  
 conspicuous  
 conspiracy  
 construction  
 contagious  
 continue  
 convenience  
 conviction  
 cooperate  
 corporation  
 corps  
 corpse  
 correspondence

cough  
 could  
 counterfeit  
 country  
 coupon  
 courteous  
 creditor  
 criminal  
 criticism  
 customary  
 cylinder

**D**

deceased  
 deceptive  
 decision  
 defensive  
 definition  
 delegate  
 demonstration  
 dependent  
 descendant  
 description  
 desperate  
 device  
 diagonal  
 diaphragm  
 different  
 dilapidated  
 disappear  
 disappoint  
 disastrous  
 discipline  
 discrepancy  
 dispatched  
 disperse  
 disposition  
 disease  
 dissatisfy  
 dissipation  
 distinction

divide  
 doesn't  
 drunkenness

**E**

early  
 easy  
 eight  
 electricity  
 eligible  
 eliminate  
 embarrass  
 embezzlement  
 emergency  
 employment  
 enemy  
 enough  
 enthusiasm  
 enviroment  
 equipment  
 equivalent  
 especially  
 etc.  
 every  
 evidence  
 exaggerate  
 except  
 exercise  
 excuse  
 existence  
 experience  
 explanation  
 expression  
 extortion

**F**

fabric  
 facilitate  
 familiar  
 fascinating  
 faucet

February  
 feminine  
 fibers  
 fictitious  
 finally  
 financial  
 forcible  
 formula  
 forty  
 fourteen  
 fraudulent  
 friend  
 fulfill  
 furniture

**G**

gambling  
 gauge  
 genuine  
 government  
 gratification  
 grievance  
 guarantee  
 guard  
 guessed  
 guest  
 guidance  
 gymnasium

**H**

half  
 handkerchief  
 haughty  
 hazard  
 height  
 hereditary  
 hideous  
 holiday  
 homicide  
 horizontal  
 humane

humiliate

**I**

ideal  
 ignorance  
 illiterate  
 imaginary  
 imagination  
 immediately  
 imminent  
 impatient  
 imperfect  
 implement  
 impromptu  
 impression  
 inadequate  
 inaugurate  
 incessantly  
 incidentally  
 incomparable  
 incorrigible  
 incredible  
 indecent  
 indefinite  
 independent  
 indicate  
 indict  
 indifferent  
 individual  
 inevitable  
 infamous  
 informant  
 ingenious  
 ingredient  
 initial  
 imitation  
 inoculate  
 inquiry  
 inquisitive  
 inscribe  
 inscription

insensible  
 insinuate  
 instead  
 instinct  
 insurance  
 intellectual  
 intelligent  
 intercept  
 intersect  
 interrogate  
 interrogative  
 interview  
 intimidation  
 intoxication  
 invasion  
 investigation  
 irresistible  
 irrigate  
 isolate

**J**

jealous  
 judgment  
 juvenile

**K**

khaki  
 know  
 knowledge

**L**

label  
 laboratory  
 larceny  
 later  
 latter  
 ledger  
 legal  
 legion  
 leisure

lenient  
 length  
 liable  
 liabilities  
 library  
 license  
 lieutenant  
 lightning  
 likely  
 loneliness  
 loose  
 lose

**M**

maintain  
 maintenance  
 magazine  
 majority  
 malicious  
 management  
 maneuver  
 manual  
 many  
 margin  
 marriage  
 masculine  
 maturity  
 meant  
 medal  
 medical  
 meditate  
 memorize  
 microphone  
 mileage  
 miniature  
 minority  
 minute  
 miscellaneous  
 mischievous  
 misspell

modernize  
 monotonous  
 morale  
 mountainous  
 murmur  
 muscle  
 museum

**O**

obligation  
 obscure  
 obstacle  
 occasion  
 occupant  
 occurrence  
 occurred  
 odor  
 offense  
 offensive  
 official  
 often  
 omission  
 once  
 opinion  
 opponent  
 opportunity  
 opposite  
 optimism  
 orchestra  
 outrageous  
 overrun

**P**

painful  
 pamphlet  
 paragraph  
 parallel  
 parenthesis  
 partial  
 participate

pasteurize  
 pastime  
 patience  
 pedestrain  
 penalize  
 perform  
 perhaps  
 peril  
 perimeter  
 persecute  
 permissible  
 perseverance  
 personal  
 personnel  
 persistent  
 perspiration  
 persuade  
 perversion  
 physical  
 physician  
 picnicking  
 polygamy  
 pleasant  
 pneumonia  
 possess  
 possession  
 posture  
 practical  
 practice  
 precise  
 prediction  
 predicament  
 preferable  
 prejudice  
 preliminary  
 premises  
 preparation  
 prescription  
 presence  
 prevalent

privilege  
 procedure  
 progress  
 pronounce  
 pronunciation  
 prophecy  
 proposition  
 prosecute  
 prostitution  
 psychology  
 publicity  
 pulse  
 pursuit

### Q

quaint  
 quality  
 query  
 questionnaire  
 quiet  
 quinine  
 quite  
 quotient

### R

racial  
 raid  
 raise  
 ratio  
 ration  
 readily  
 realize  
 really  
 recede  
 receipt  
 receive  
 recipe  
 recognize  
 recollect  
 recommend  
 recreation

reduce  
 reference  
 refuse  
 refutable  
 rehearsal  
 religious  
 remedial  
 remembrance  
 remittance  
 repeat  
 repetition  
 resistance  
 resolution  
 rhythm  
 ridiculous  
 rigid  
 robbery

### S

sabotage  
 sacrifice  
 salary  
 salute  
 satisfactory  
 Saturday  
 schedule  
 scheme  
 scarcely  
 scene  
 science  
 scissors  
 scout  
 secretary  
 seduction  
 seize  
 sentence  
 separation  
 sergeant  
 several  
 shrewd

shrick  
 sieve  
 signature  
 similar  
 since  
 sincerely  
 singular  
 sophisticated  
 species  
 specimen  
 statement  
 statistics  
 statue  
 statute  
 strictly  
 stomach  
 strangulation  
 strategy  
 subject  
 subpoena  
 subtle  
 succeed  
 successful  
 suffocation  
 sugar  
 superintendent  
 supersede  
 suite  
 summons  
 surely  
 suspect  
 surprise  
 surrender  
 susceptible  
 suspicion  
 sympathy

**T**

technique  
 telephone

temperamental  
 temperance  
 temperature  
 testimony  
 theater  
 thermometer  
 thorough  
 thought  
 throat  
 thieves  
 together  
 tongue  
 tonight  
 tournament  
 traffic  
 tragedy  
 tragic  
 tranquil  
 translation  
 transpose  
 treacherous  
 treasurer  
 trespassing  
 trouble  
 truancy  
 truly  
 Tuesday  
 typewriter  
 typical

**U**

umbrella  
 umpire  
 unanimous  
 undoubtedly  
 union  
 until  
 urgent  
 usually  
 utensil

utilty

**V**

vacancy  
 vacuum  
 vagrancy  
 validity  
 valley  
 vanquish  
 variety  
 vegetable  
 vehicle  
 velocity  
 vengeance  
 verbal  
 vermin  
 version  
 vertebra  
 vertex  
 vertical  
 victim  
 victory  
 village  
 violin  
 visible  
 vitamin  
 vivid  
 volumn  
 volunteer

**W**

warehouse  
 warrant  
 wealth  
 weather  
 Wednesday  
 weighty  
 weird  
 welfare  
 wholly

wiry	<b>Y</b>	<b>Z</b>
women	yacht	zeal
wrestle	yawn	zealous
<b>X</b>	yeast	zero
x ray, n.	yearn	zest
x-ray, adj., v.	yield	zigzag
xylophone	young	zinc

### HOMONYMS

Homonyms are simple words; those in use by all people each and every day. They are words having the same, or nearly the same, pronunciation; but they differ from each other in origin, meaning, and spelling. An error in the use of such words is an error in spelling. Study the following list carefully; misuse of such words is common in police reports.

#### List of Homonyms

##### A

accede	To comply with.
exceed	To surpass.
accept	To take, receive.
except	To exclude.
access	Admittance, admission.
excess	Surplus.
aisle	A passageway between rows of seats.
isle	An island.
altar	A place of worship.
alter	To change.
ascent	Act of rising; motion upward.
assent	Consent.
ought	Anything; slightest thing.
ought	Should; is obligated.

##### B

bale	A bundle or package of goods; to make into bale or bales.
bail	To set free or liberate from arrest on security.
bare	Naked; unconcealed; simple; unfurnished.
bear	Plantigrade carnivorous mammal.

basis	A groundwork or fundamental principle of anything.
bases	The plural of base; the parts of things on which they rest.
been	A part of the verb "to be."
bin	Receptacle for any commodity.
berth	A sleeping place on a ship or railway car; situation.
birth	The act of coming into life; lineage; descent; origin.
boarder	One who is furnished with food, for a compensation.
border	The outer part or edge of anything.
born	Innate; inherited.
borne	Past participle of verb "to bear."
bough	Portion of a tree.
bow	The forepart of a ship; a weapon for discharging arrows.
brake	A mechanical device for checking the motion of a vehicle.
break	To separate; interrupt; fracture; violate.
bridal	A marriage.
bridle	The head-stall by which a horse is controlled; a restraint.
buy	To purchase.
by	A preposition.
bye	Aside; in reference to position, direction of purpose.

**C**

calendar	Record of time.
calender	Finishing machine used in the manufacture of paper, cloth.
canvas	A strong cloth.
cavass	To solicit thoroughly; to scrutinize.
capital	Money invested; seat of government.
capitol	Government building.
cede	To grant; give up.
seed	That from which plant life grows.
cell	A small room in a prison; a small cavity.
sell	The act of selling.



cent (s)	1-100 of a dollar; a coin or coins of this value.
scent (s)	Odor or odors left by person or animal.
sense	Sound perception and reasoning.
cereal	Any grain food.
serial	Arranged in a series; appearing in successive numbers.
cession	A yielding up, as of territory, property or rights.
session	A meeting of a group.
choir	A group of singers.
quire	Twenty-four sheets of paper.
chord	A string of a musical instrument; notes in harmony.
cord	A string; a measure of wood.
cite	Summon to appear in court; to quote.
sight	The act of seeing; perception.
site	Local position; ground plot.
coarse	Rough, large.
course	Direction; part of a dinner, action taken, a subject in school.
complement	That which fills or completes.
compliment	To congratulate.
correspondence	Letters.
correspondents	Letter and newspaper writers.
council	An assembly of men or women summoned for deliberation.
counsel	An attorney; advice.
currant	A small fruit.
current	Tide; electricity; belonging to the present.

**D**

dear	Loved; precious; costly.
deer	A name for ruminants the male of which have branched horns.
deference	Respect; courtesy; regard for others' wishes.
difference	Unlikeness.
descent	Going down; coming down.
decent	Proper; right; suitable.
dissent	Difference of opinion; disagreement.

desert	To forsake; abandon.
dessert	A course of fruit, sweets, etc.
dew	Moisture in little drops.
due	Owed or owing; payable; proper; tribute or fee.
done	A part of the verb "to do;" completed; cooked sufficiently.
don	To take on; invest with.
dun	A dull brown color; an urgent request for payment of a debt.
dual	Expressing or composed of the number two.
duel	A combat between two persons with deadly weapons.
dye	To change the color.
die	To cease to live; finish.
dyeing	The act of changing color.
dying	At the point of death; about to die.
<b>F</b>	
fair	Beautiful; blond; just.
fare	Cost of travel.
feat	Notable achievement or performance.
feet	Parts of the human body.
forth	Onward in time, place, or order; forward.
fourth	One of four equal parts.
<b>G</b>	
gamble	Play for money; to squander.
gambol	Dance or skip about; frolic.
grate	A frame of iron bars holding the fuel in a furnace; to produce a harsh sound; to reduce to small particles by rubbing.
great	Eminent; foremost; large; many.
<b>H</b>	
hail	Frozen raindrops; a call or salutation.
hale	Healthy; hearty.
hall	A large room; a passageway.
haul	To pull or draw; a single catch.
heal	To restore to health; remedy.
heel	The back part of the human foot.
hear	To perceive by the ear; to listen to.
here	This place.

heard	Past tense of the verb "to hear."
herd	A collection of sheep or cattle; crowd.
heir	One who succeeds another in possession of property.
air	The mixture of gases which we breathe; the atmosphere.
hoar	White; ancient.
whore	A prostitute.
hoard	A treasurer laid up secretly.
horde	A vast multitude; a large crowd.
hoarse	Rough and harsh in sound.
horse	A hoofed animal used for riding or drawing burdens.
hole	A cavity; hollow place; a difficulty or dilemma.
whole	All of anything.
hour	A measure of time; sixty minutes.
our	A possessive pronoun.

**I**

incite	To cause trouble, uprising.
insight	An inner knowledge; understanding.
indict	To charge with an offense.
indite	To compose and write (a document).
instance	Example; case; illustration.
instants	Particular moments of time.
its	A possessive pronoun.
it's	Contraction of "it is."

**K**

knew	Past tense of the verb "to know."
new	Recent in origin; modern; fresh.

**L**

lead	A metal.
led	Guided, past tense of the verb "to lead."
leased	Past tense of verb "to lease."
least	The smallest of two or more things.
lessen	To make smaller.
lesson	That which a pupil learns; exercise.
load	To lay a burden on or in.
lode	A vein of ore.

loan	That which one lends or borrows.
lone	Solitary.
<b>M</b>	
manner	Method; habit; custom; aspect.
manor	A district; a district over which a feudal lord held authority.
mantel	A narrow ornamental slab over a fireplace.
mantle	A loose cloak or cape; a sheath.
metal	A hard substance having certain physical characteristics.
mettle	Spirit; fortitude; temperament.
miner	An underground worker in a mine.
minor	Under full age of majority; less.
<b>N</b>	
none	Not any.
nun	A female devoted to a religious life and seclusion.
<b>O</b>	
ordinance	A local law enacted by a municipal government.
ordnance	Arms; munitions.
<b>P</b>	
pain	Physical or mental suffering.
pane	A window glass.
pair	Two things of a kind.
pare	To cut away little by little; reduce.
pear	A fleshy, edible fruit.
passed	Past tense of the verb "to pass;" went by.
past	Having been; gone by; completed.
patience	The quality of being patient.
patients	Those who suffer pain; persons under medical treatment.
peace	State of rest or tranquillity; calm.
piece	A part of anything.
plain	Simple; flat land.
plane	A tool for smoothing a surface.
pore	A minute hole in the skin.
pour	To empty; send forth; give vent to; utter.
precedence	Priority; superior rank.
precedents	Previous acts used as guides.

presence	The state or quality of being present.
presents	Gifts.
principal	Chief; the original sum; the head of a school.
principle	A fundamental truth; a settled rule of action.
profit	Pecuniary gain; to benefit; reap an advantage.
prophet	One who foretells future events.
<b>R</b>	
rain	Water in drops from the clouds.
reign	To exercise authority over; to rule.
rein	The strap of a bridle; an instrument for curbing; restrain.
raise	To cause to rise; lift up; elevate; originate or produce; collect.
raze	To level to the ground; blow out.
read	Peruse.
reed	A large coarse grass, with jointed hollow stems; tube of musical instrument.
residence	Place of abode.
residents	Those who dwell in a place.
right	Correct; privilege.
rite	Ceremony.
write	To inscribe by hand.
wright	A workman; an artificer.
role	A part in a play; a function assumed by anyone.
roll	To cause to revolve by turning over and over.
rote	Mechanical repetition; learning without understanding.
wrote	Past tense of the verb "to write."
<b>S</b>	
sail	A sheet of canvas spread to catch the wind.
sale	The act of selling; a market; auction.
seam	The line formed by sewing two pieces of cloth together.
seem	To appear; look; pretend.
serge	A twilled woolen cloth.
surge	A large wave or billow; great roll or pull.

sew	To unite or fasten together with thread.
so	An adverb; in a like manner or degree.
shone	Past tense of the verb "to shine;" was bright or beautiful.
shown	Past tense of the verb "to show;" exhibited.
sole	The underside of the foot; a flat fish.
soul	The spiritual or immortal part in man; conscience.
some	Denoting an indeterminate number or quantity.
sum	Whole; total.
stationary	Staying in one place.
stationery	Writing supplies.
steal	To take without right.
steel	Iron refined with carbon.
stile	A fence; barrier.
style	Fashion.
straight	Not crooked or curved.
strait	Narrow strip of water connecting two bodies of water.
suite	A number of things used or classed together.
sweet	Not sour; pleasant.
<b>T</b>	
tear	Teardrop.
tier	A row or rank.
taut	Tight; stretched; snug.
taught	Past tense or verb "to teach."
team	A group of players or workers.
teem	To be prolific; full.
tense	An expression of time of action; drawn tightly; rigid.
tents	Plural of tents.
their	A possessive pronoun.
there	A particular place.
they're	Contraction of "they are."
threw	Past tense of verb "to throw."
through	From end to end of.

to	Preposition.
too	More than enough; also.
two	One and one.
troop	A body of soldiers.
troupe	A company of performers or actors.
<b>V</b>	
vain	Empty; deceitful; conceited.
vane	Weathercock.
vein	One of the vessels which convey blood from the arteries to the heart.
vary	To change.
very	An adverb; extremely; identical to; the same.
<b>W</b>	
wade	To walk through any substance that yields to the feet.
weighed	Past tense of the verb "to weigh."
waist	Part of the body; garment.
waste	Needless destruction; useless consumption.
wares	Goods; merchandise.
wears	To impair or waste by time, usage, friction; carries as covering on the body.
way	A road; route.
weigh	To ascertain the weight of; reflect on carefully.
weak	Feeble; soft; unfortified.
week	Seven days.
whose	A possessive pronoun.
who's	A contraction of "who is."
wood	A collection of growing trees; solid part of trees.
would	An auxiliary verb.
<b>Y</b>	
your	Possessive pronoun.
you're	You are.

### DIVISION OF WORDS

Although the improper division of words is not technically an error in spelling, a mistake of this type makes the reading of the

report difficult and leaves the impression that the word has been misspelled. Follow these rules in the division of words.

Divide words only between syllables.

rever-sal      depart-ment      tem-per

Single-syllable words should never be divided.

*Wrong.*    wei-ght      wh-ich      sei-ze

Never separate a single letter from the rest of the word.

*Wrong:*    sewer      printe-r      p-rogram

Avoid two-letter divisions, and never carry over two letters only.

*Wrong:*    ta-ble      su-ture      eve-ry

When a final consonant is doubled before a suffix, the additional consonant goes with the suffix.

run-ning      bid-ding      control-ling

When two consonants come together between two vowels, divide between the consonants.

mil-lion      struc-ture      advan-tage

It is usually possible to maintain fairly even right-hand margins without dividing words. *Avoid dividing words as much as possible.*



## Chapter V

### CAPITALIZATION AND NUMBERS

**I**N MOST POLICE REPORTING the tendency is to overcapitalize. Capitalization is not to be used as a means of emphasis. Other techniques are used for that purpose. In some instances the thought is changed when words are capitalized. When *police department* is written in lower case it refers to the organizational entity within a level of government. For example:

A large part of any city governmental budget is that of the *police department*.

When *Police Department* is capitalized, the words mean that a specific police department is the present subject of discussion.

A large part of the city budget is that of the *Police Department*.  
(In this case *Police Department* means, for example, the Detroit Police Department).

Two principles, (1) that each sentence begins with a capital letter, and (2) that every proper name and most words derived from a proper name begins with a capital letter, cover most of the need for capitalization. Further rules are made to establish uniformity in doubtful cases.

#### CASES CALLING FOR CAPITALIZATION

##### In the Sentence

Capitalize the first letter of the first word of each sentence.

*All* evidence was properly marked or labeled.

When incomplete sentences are used as complete thought, capitalize.

*More* delay.                      *Less* efficiency.

*Nothing* to hope for.

Direct quotations, quotations, slogans, and mottoes that appear within a sentence must be capitalized, whether quotation marks are used or not.

The suspect said, "Give me the dough!"  
The slogan, *Best evidence*, was adopted.

Capitalize the first letter of the first word in any enumeration when the enumeration is presented in columnus.

Patrolmen must:

- (a) Protect the crime scene
- (b) Arrest the suspect, if possible
- (c) Interview witnesses and the victim.
- (d) Call for a special investigator, if needed.

### Capitalization of Proper Nouns and Adjectives

Names of persons, places, institutions, organizations, governing bodies, and political parties are capitalized.

*Robert Williams* was born in *Arkansas*.

He attended *The University of Arkansas* and was a member of *Pi Sigma Alpha*.

At present, he is living at *318 Mariposa Drive, Los Angeles, California*.

This is a problem for the *Los Angeles County Sheriff's Department*.

The condition of his clothing indicated that he had fallen in the *Colorado River*.

Names of races and languages are capitalized.

He belongs to the *Caucasian* race.

The witness spoke *Russian, French, and German*.

Names of religious sects, words designating God, and names of parts of the Bible are capitalized.

The suspect states that he believes in *God*, reads the *New Testament* regularly, is a member of the *Methodist Church*, and fears the *Almighty*.

Names of historic epochs and events are capitalized.

Questioning revealed that he was in the military service during *World War II*.

Any title of honor or respect preceding a proper name is capitalized.

*Captain* *Roe*, a student of human relations, took the responsibility for contacting *Dr. Doe*.

Capitalize a trade name.

Frigidaire  
Parker Pens

Common nouns treated as proper names are capitalized. An institution, event, or any pre-eminent item may be capitalized if context or custom makes it clear that one is singled out.

the *Rock* (Alcatraz)  
the *First World War*

Capitalize words derived from proper names. The most common of these are adjectives.

*English-speaking* people  
*Eisenhower* jacket

### Words Indicating Family Relationship

Words indicating family relationship are capitalized if they are not modified by a possessive adjective or an article.

The boy stated, "I asked *Father* for the key."  
He asked his *father* for the key.

### Sections of the Country

The word *east*, *west*, and *north*, and *south* are capitalized when they refer to sections of the country.

The manner of speech of the suspect indicated that he was from the *South*.  
He always went *south* for the winter.

### Names Indicating Time

The names of the days of the week, months of the year, and special holidays are capitalized.

We made our first contact with the suspect on *Wednesday, January 6*.  
He had remained out of the state since *Thanksgiving day*.

### Titles of Books, etc.

Every word in the titles of books, magazines, documents, and newspapers—except articles, prepositions, and conjunctions—is capitalized.

The witness had been reading *Gone with the Wind*.

### Capitalization of Abbreviations

Such abbreviations as Jr., Sr., Ph.D., R.F.D., Mr., and Mrs., are capitalized.

Although a.m. and p.m. are usually written in lower case letters, it is preferable to capitalize them in preliminary and supplementary investigation reports.

John Jones, *Jr.*, is the son of *Dr.* John Jones.  
We arrived at the scene at 9 *P.M.*

### CASES NOT CALLING FOR CAPITALIZATION

Don't capitalize the first word of a sentence inserted within another when it is separated by parentheses or dashes.

The men who were assigned were moved (this had been decided previously) to a different location.

Don't capitalize the first word of a slogan that is grammatically dependent on what precedes.

He passed the word along that "we must get our man."

Don't capitalize enumerations within a sentence.

Patrolmen must: (1) protect the crime scene, (2) arrest the suspect, if possible, (3) interview witnesses and the victim, and (4) call for a special investigator, if needed.

Don't capitalize institutions and geographical terms unless they are used with a proper noun.

This is a problem for the *sheriff's department*.

The condition of his clothing indicated that he had fallen in the *river*.

Don't capitalize names of the seasons of the year.

He usually went south for the *winter*.

Don't capitalize points of the compass unless they refer to specific sections of the country.

The witness indicated that the perpetrator had traveled *west*.

Don't capitalize trade names used as common nouns. (Many trade names quickly become common nouns; and, if used to

designate the sort of article rather than the makes, they are not capitalized.)

kodak	polaroid
victrola	

### NUMBERS

In literary terms police reports are categorized as technical writings. In this type of writing numerals are used except at the beginning of a sentence.

We recovered 16 typewriters valued at \$1,450.

Sixteen typewriters valued at \$1,450 were recovered.

### Numbers Written As Numerals

Quantities and measurements are always expressed as figures. These include ages, dates, hours with a.m. and p.m., street numbers, page numbers, sums of money, statistics, room numbers, divisions of books, decimals, percentages, unit modifiers.

35 years	\$35.50
April 3 to June 11, 1959	1,346 inmates
11:30 A.M.	.75
318 Morgan Way	35 per cent (%)
Room 25	5-day week, 10-foot pole
P.—140	

### Military Unit Names

In the Air Force, units up to and including an air division are designated with Arabic numerals. Names of the numbered air forces are spelled out.

732d Bomb Squadron	2d Air Division
245th Fighter Group	Fifth Air Force
348 Fighter Wing	

In the Army and Marine Corps, units up to and including the division are designated with Arabic numbers. The corps name is written with a Roman numeral: *III Corps*. The field army number is spelled out: First Army. The army group goes back to the designation of Arabic numbers: 2d Army Group.

82nd Infantry Regiment
7th AAA Brigade
2d Infantry Division

In the Navy the number of a task force is written in Arabic: *Task Force 58*. The fleet number is written in full: *Fifth Fleet*.

### **Numbers Spelled Out**

Spell out numbers beginning a sentence.

*Four* officers were assigned to cover the house.

*Forty-three* officers were called for extra duty.

Spell out numbers used in correction with serious and dignified subjects.

the Thirteen Original States

the Seventy-Eighth Congress

Spell out numbers of less than 100 preceding a compound modifier containing a figure.

two  $\frac{1}{4}$ -inch boards

twelve 6-inch barrels

but

120  $\frac{1}{4}$ -inch boards

Spell out indefinite expressions or round numbers.

the early thirties

between two and three thousand hours

a hundred hours

one hundred-odd stolen articles

Spell out fractions standing alone.

one-half inch

five one-thousandths

## Chapter VI

### ABBREVIATIONS

**B**REVITY IS STRESSED IN MOST police reporting, and this is good policy. Filing space must be conserved; time and energies of those who read and write reports should not be wasted. Reports should be as brief as possible so long as they convey the idea intended by the writer. Thus, in an effort to be brief as well as to conserve space and energies, some abbreviations are premitted.

However, it is imperative that abbreviations must not be used to the extent that clarity is sacrificed. Some officers seem to have a driving compulsion to use abbreviations; their reports are not comprehensible. Many police agencies adopt their own system; others tolerate any and all abbreviations used by each individual writer. There is danger in either of these practices, because any person who reads reports made in these departments may experience difficulty in interpretation. *Those abbreviations permitted should be only those that enjoy wide acceptance.*

Furthermore, abbreviations should be avoided as much as possible in narrative sections of preliminary and supplementary investigation reports. Acceptable abbreviations may be used more freely in the routine completion of the many other required forms and in the reporting of incidents, arrests, and the identification of criminals. Any acceptable abbreviation is appropriate in the reporting of tabulated information, footnotes, cross-referencing, and similar materials.

Where abbreviations are permissible, the use of accepted ones will not result in confusion. The dictionary is the last resort for a comprehensive list of accepted abbreviations. For example, *Webster's New Collegiate Dictionary* gives thousands of them. The most common problem which you will encounter in report writing are discussed in the rules which follow.

**NAMES AND TITLES**

Commonly used terms of report such as Mr., Mrs., Messrs., Jr., and Sr. are abbreviated.

Such abbreviations as Dr., Rev., Hon., Gov., and Gen. are properly used before full names of persons but not before surnames only.

Prof. Roy G. Hillman

not Prof. Hillman

Do not abbreviate Christian (given) names except in situations where the name has appeared earlier in the report. In such cases care should be exercised in writing the accepted abbreviation of the name.

*Wm., Edw., Jas., Thos., etc.*

Titles and degrees following a proper name are abbreviated. The abbreviations are capitalized.

Mr. John Henry Sellman. *M.A.*

With the exception of the use of *v.* or *vs.* for versus, titles of writings should never be abbreviated.

State *v.* Smith

The word, *company*, should not be abbreviated unless used as part of a proper name.

We did not receive a complaint from the company.

We received a complaint from the R. C. Richardsons *Co.*

The words *victim* and *suspect*, are used so frequently in investigation reports that it is permissible to abbreviate them after the words have been spelled out for the first time. Capitalize the abbreviations when you use them.

V. equals victim

S. equals suspect

**DATES AND PLACES**

Dates and places are highly significant in police reports, especially investigation reports. Be very careful when you use them.

Names of all the days of the week and several months of the year may be abbreviated.



*Mon., Tues., Wed., Thurs., Fri., Sat., Sun.*

*Jan., Feb., Mar., Aug., Sept., Oct., Nov., Dec.*

Note: Never abbreviate April, May, June, and July.

Locations are extremely important in police reports, and the possibilities of error are too great when they are abbreviated. Do not abbreviate the names of cities and states unless you are confronted with such words as *fort*, *mount*, *point* and *port* as a part of the name.

Pt. Huron

St. Louis

Ft. Worth

The letters, *U.S.A.*, may be used as abbreviation of the United States of America.

The words *avenue*, *boulevard*, *street*, etc., may be properly abbreviated when used as part of a proper name.

*Ave., Blvd., Pl., St.*

He lives at 3218 Carol *St.*

The forms *d*, *nd*, *rd*, *st*, and *th* may be used after date and place numbers in all police reports.

We met the suspect on the 20th of April.

Note: A period is not used after this type of abbreviation.

The points of the compass are abbreviated. Capitals and a period are used.

*N., E., S., W., N.E., S.E., N.W., S.W.*

Abbreviations should be used to indicate time of day. The letter or letters of the abbreviation should be capitalized. The abbreviation is followed by a period.

12 N. (Noon), 10 A.M., 3:20 P.M., 12 P.M. or 12 M. (Midnight)  
(P.M. etc.)

### CAPITALIZATION AND PUNCTUATION OF ABBREVIATIONS

If the word for which the abbreviation stands is capitalized, the abbreviation must be capitalized.

Note: The time element is so important in police reports that *A.M.*, *P.M.*, *N.*, and *M.* should be capitalized. With few exceptions, abbreviations should be followed by periods.

*Dr.*

*Ave.*

*N.E.*

If the word for which the abbreviation stands is hyphenated, the abbreviation should be hyphenated.

ft.-lb.                      foot-pound

Certain short words, most of them derived from Latin, are not abbreviations; thus, they are not followed by a period.

*via, ad, circa, et, finis, in re, par, per cent, pro, re, versus*

The letters of radio and television stations are written in capitals, but no period follows.

WFAS                      KCCC

Names of highways, both state and national, may be abbreviated. Each of these abbreviations should be followed by a period.

U.S. 80                      S. Hwy. 99

### ABBREVIATIONS AND THEIR PLURALS

Most abbreviations form their plurals by adding *s* to the singular; others form their plurals by doubling the initial letter used as the singular number abbreviation.

art., arts.,	(article, articles)
bk., bks.,	(book, books)
ch.,chs.,	(chapter, chapters)
fig.,figs.,	(figure, figures)
l., ll.,	(line, lines)
no., nos.,	(number, numbers)
p., pp.,	(page, pages)
par., pars.,	(paragraph, paragraphs)
pl., pls.,	(plate, plates)
pt., pts.,	(part, parts)
sec., secs.,	(section, sections)
vol., vols.,	(volume, volumes)

Other Latin abbreviations have no plural forms.

e.g. (*exempli gratia*) for example

i.e. (*id est*) that is

ib., *ibid.* (*ibidem*) the same, in the same place, from the same source.

i.q. (*idem quid*) the same as

in loc. (*in loco*) in its place

op. cit. (*opere citate*) in the work cited or mentioned

## GENERAL ABBREVIATIONS

In business and commercial writing, abbreviations number in the thousands. These are permissible in police reports. Many of them may be found in John B. Opdycke's book, *Get It Right*. As stated earlier, a most comprehensive list is available in *Webster's New Collegiate Dictionary*.

The following are a few general abbreviations acceptable in all types of police reports:

art., article	ht., height
c.o.d., cash on delivery	wt., weight
f.o.b., free on board	\$ dollar
pkg., package	@ at
ry., railway	¢ cent
	% per cent (spell out in technical and public reports)

*Length*

in., inch
ft., foot
yd., yard
mi., mile(s)

*Weight*

gr., grain
dr., dram
oz., ounce
cwt., hundredweight
ton (s) (should not be abbreviated)

*Area and Volume*

sq. in., square inch
cu. in., cubic inch
sq. in., square inch

*Capacity*

gill (s) (should not be abbreviated)
pt., pint
qt., quart
gal., gallon
pk., peck
bu., bushel
bbl., barrel

Note: Most of the abbreviations above are followed by a period. Some weights and measures abbreviations are not followed by a period.

*Weight*

kg kilogram
hg hectogram
dkg dekagram
g gram
dg decigram
cg centigram
mg milligram

*Capacity*

kl kiloliter
hl hectoliter
dcl dekaliter
l liter
dl deciliter
cl centiliter
ml milliliter

## Chapter VII

### SENTENCE STRUCTURE

**W**ORDS ARE COMBINED INTO A sentence, which is the basic unit for communicating an idea. A sentence may mean something to you, but unless it communicates the same meaning to your reader, it is not good. If you write a careless sentence, you make work for your reader. In this kind of sentence you may hide the meaning in faulty construction and force him to backtrack to get your ideas. Or you may annoy him because you fail to make an idea clear.

#### USE SIMPLE SENTENCES

It was the fashion many years ago to write sentences running well over a hundred words. Today educators clearly show that writing can be more easily read and remembered if sentences are short. To write clearly, avoid using involved sentences. Why ask your reader to waste mental effort trying to determine what you are trying to say in long, wordy sentences. Tell him the facts in short, brisk, sentences.

On the other hand, avoid the monotonous style of one short sentence after another. Try to vary sentence length and construction. After several short sentences, write a long one. In general, however, keep the average sentence to about twenty words.

#### WRITE CLEAR SENTENCES

What can go wrong with your sentences? Why do they lack clarity? The following examples illustrate some common difficulties (words in italics show weak points in the sentences) :

##### Lack of Parallelism in Construction

Express parallel ideas in words with the same grammatical construction.

*Awkward:* Briefly, the functions of the executive officer are to *advise* the chief, *transmit* his instructions, and *the supervision* of the execution of his decisions.

*Improved:* Briefly, the functions of the executive officer are to advise the chief, transmit his instructions, and supervise the execution of his decisions.

### Dangling Modifiers

All modifying words and phrases should be placed where they can't cause confusion. A dangling modifier refers to a word which it can't sensibly modify.

*Confusing:* *Approaching the city from the south side,* the capitol building can be seen.

*Improved:* A person approaching the city from the south side can easily see the capitol building.

*Confusing:* In searching a prisoner, the wall method should be used.

*Improved:* In searching a prisoner, use the wall method.

### Squinting Modifiers

Avoid using "squinting modifiers"—modifiers that refer to either of two parts of a sentence.

*Confusing:* Hidden Valley is the place where the Blankville Police Department said early today the suspect had fled.

*Improved:* Early today the Blankville Police Department said that the suspect had fled to Hidden Valley.

### Use of Passive Voice

For direct statement of an idea, make the subject of your sentence *perform the action* (active voice); do not let the subject be acted upon (passive voice).

*Ineffective:* Before *he* attempts to form a directive, an appraisal of the situation *must* be made by the chief.

*Improved:* Before the chief attempts to form a directive, he must make an appraisal of the situation.

The ineffective sentence also shows a change of subject—from "he" to "appraisal of the situation." The improved sentence keeps the same subject—"chief" and "he."

### Shift From Passive to Active Voice

Use the active voice in all clauses of a sentence, rather than shift from passive to active.

- Ineffective:* In 1958, the personnel of the police department *was increased* by fifty men, and four lieutenants *supplanted* the sergeants.
- Improved:* In 1958, the police department increased its personnel by fifty men, and four lieutenants *supplanted* the sergeants.

### Indirect Phrasing

Express your idea directly instead of indirectly. Frequent use of *there is* and *there are* weakens emphasis.

- Ineffective:* *There are* four types of control with which each supervisor should be familiar.
- Improved:* Each supervisor should know four types of control.

Frequent use of *it is . . .* indicates an indirect approach. The direct approach is clear and more forceful.

- Trite:* It is believed that . . .  
It is assumed that . . .  
It is recommended that . . .  
It is directed that . . .
- Improved:* We believe that . . .  
We assume that . . .  
We recommend that . . .  
We want . . .

### Lack of Emphasis

Make the structure of a sentence show what is important and what is not. Subordinate less important elements.

- Ineffective:* A special enforcement squad can, and frequently does, operate independently, but it normally operates as part of the division.
- Improved:* Normally operating as a part of the division, a special enforcement squad can, and often does, operate independently.

### Lack of Coherence

A sentence has coherence when ideas fit together in a pattern that is easy to understand. The idea to be emphasized should come either first or last in the sentence—not in the middle.

- Ineffective:* In order to enable the will of the chief to be understood unmistakably, *a standard sequence...*

- Improved:* *for all general orders* is prescribed to insure that all essential instructions are covered.
- Improved:* The chief uses a standard sequence in all general orders so that he is certain to include all essential instructions and to make himself fully understood.

### Ambiguity

Re-think all of your sentences; you may need to rewrite some of them because the meaning is not clear.

- Confusing:* We recommend that a supervisors' school be established in order that an indicated low supervisor experience may be fortified. (A school to insure poor supervisory experience is novel!)
- Improved:* We recommend that a supervisors' school be established to improve supervision.
- Confusing:* At the completion of this recruit training a report will be submitted to the chief estimating the effect and value of same. (A report estimating the value of the training is a good idea; a report estimating the value of the chief may not!)
- Improved:* At the completion of this recruit training a report on the new methods of instruction will be submitted to the chief.

### WRITE EFFECTIVE SENTENCES

Sentences can be clear, yet not effective; that is, parts of a sentence arranged one way seem to be more pleasing to the reader than any other arrangement. Training and experience will soon lead you to recognize and select one sentence over another, even though they both concern the same idea. Read the following examples. Which sentence in each group did you select?

1. (a) The text of a radio message will be given with as few words as possible, maintaining clarity, without making the message vague or ambiguous.
- (b) With as few words as possible, maintaining clarity, without making the message vague or ambiguous, the text of the radio message will be given.
- (c) The text of a radio message will be as brief as possible and clear, without making it vague or ambiguous.
- (d) The text of a radio message will be clear and as brief as possible; at the same time it should not be vague or ambiguous.

2. (a) These violations recur again and again.  
(b) These violations recur.  
(c) These violations are such as to be recurring in nature.  
(d) These violations happen again and again.
3. (a) Should patrolmen persist in making these errors, gross offenders should be disciplined.  
(b) Patrolmen who continue to make these errors should be disciplined.  
(c) If gross offenders among patrolmen who persist in these errors continue to do so, they should be disciplined.  
(d) Discipline all patrolmen who make these errors.
4. (a) The instructor's being experienced in tactics adds interest to his course.  
(b) The instructor is experienced in tactics which adds interest to his course.  
(c) The instructor's experience in tactics adds interest to his course.  
(d) The fact that the instructor is experienced in tactics adds interest to his course.



## *Chapter VIII*

### PUNCTUATION

**R**EGARDLESS OF THE TYPE OF police report, punctuation is important. But there are not, nor should there be, any special rules regarding punctuation in police reports. The purpose of punctuation is to help your reader, and your aim should be to make the report as clear as possible to him. It is the customary little marks, called punctuation, that do determine whether a sentence is clear or has a doubtful meaning.

In fact, your punctuation serves two principal purposes in a report: (1) it separates the written matter into sentences and subdivides the sentences into word groups, and (2) it lets your reader know that you have presented the writing for his convenience. Even when punctuation is not an absolute necessity, to prevent misunderstanding, you should insert punctuation to make the meaning clear at a glance.

In spite of the fact that the rules of punctuation are fairly well defined and the next several pages are devoted to them, you should not feel inhibited because of them. People differ in matters of judgment and intention. A writer often has a considerable leeway in making a choice of the punctuation which he will use. However, you must be sure of three things: (1) that the punctuation you use enables you to convey your intentions, (2) that your intentions are made absolutely clear to the reader, and (3) that you know how to use the punctuation marks which you use.

It is true that many police officers harbour erroneous conceptions regarding the value of punctuation in their reports. They often reason that brevity is so important that punctuation should be eliminated as much as possible. Although brevity is important, clarity cannot be sacrificed in the interest of the former. Others may think, since they do not know how to punctuate, that a secretary or some person in the records division will insert the necessary

punctuation. On the other hand, no person understands your intentions as well as you do; no one else can be trusted to convey your intended meaning. Even the rough draft of your report should be punctuated as correctly as possible without interfering with your trend of thought. Obvious errors in punctuation should never appear in your finished product.

The officer who does not know how to punctuate his report should learn. Yet, to those who lack background this is no easy task. They must not only learn what to do but must practice it until it becomes a matter of habit. A knowledge of grammar is necessary to proper punctuation. Begin by studying one or several grammar books. Progress from grammar to the rules of punctuation as presented in this manual; study and refer to the rules constantly. Study the appendix material on "Elements of Grammar" when you need an immediate guide. Practice by constructing sentences of your own and punctuating them according to the rules. Proofread every piece of material before you submit it.

Remember this. A punctuation mark should be used as an aid to clear understanding. When it does not render the meaning more plain or bring out some point of definite advantage, a good rule to follow is, *Do not punctuate*.

In the following paragraphs the rules have been simplified. The illustrations should help you to learn them.

#### **THE PERIOD (.)**

Use a period at the end of a declarative or an imperative sentence.

We arrived after the suspect had left the scene.

Will you please make our report. (Polite request)

Use a period after an abbreviation.

The suspect entered the store at approximately 9 P.M.

S. #1 (suspect 1) entered his home through the rear exit.

Use a period after initials.

Roy L. White was listed in the report as the victim.

R. M. Smith, Jr., arrived at 9 P.M.

#### **THE QUESTION MARK (?)**

Use a question mark after a question or after that part of a sentence which asks a question.

Are you going?  
 Who? What? When? Where? How? Why?  
 "Who in this group knows this man?" the officer asked.

### THE EXCLAMATION MARK (!)

Use an exclamation mark after an expression of surprise or strong emotion.

What a case this is!  
 Help! Police!  
 Stop! Thief!

### THE COMMA (,)

Use a comma before coordinating conjunctions *and*, *but*, *or*, *nor*, *for* which join two independent clauses. (An independent clause is a group of words which contain a subject and a verb and represent a complete thought.)

The suspect drove his own car, *and* his victim went with him.  
 Certain vital evidence was discovered, *but* we obtained a search warrant before we got it.  
 We must strike first, *or* later we will be sorry.  
 I believe the witness, *for* he has always told us the truth.

Use commas to set off appositives. (An appositive is a word or phrase which immediately follows a noun or pronoun and denotes the same person, place, or thing.)

Our witness, *the brother of the victim*, arrived early at court.  
 The chase ended in Bakersfield, *an oil center* in California.

Note: Appositives which are closely related are not set off by commas.

This is my co-worker Tom Hamilton.  
 I myself will write the report.

Use commas to set off words or phrases that are used parenthetically or independently.

He was, *we believed*, a person to be watched.  
 The other plan, *however*, is less dangerous.  
*Yes*, I think you are right.  
*First*, I shall write my report.  
*However*, he is wrong.

Use a comma to separate two or more coordinate (equal) adjectives which modify the same noun.

The crime scene was a *large, gloomy* room.

Note: If the adjectives are closely related or connected by *and*, the comma is omitted.

The crime scene was a large and gloomy room.

The victim wore a new sport coat. (closely related)

Use a comma after an adverbial clause or an absolute phrase at the beginning of a sentence. It also is usually used after an introductory participial phrase. (See Appendix A for explanation of these terms.)

*Having pulled the boat upon the bank*, the officers started their search on foot through the forest. (participial phrase)

*When we opened the door*, the suspect dashed from the room. (adverbial clause)

*Although we arrived early*, the suspect had made his contact. (adverbial clause)

*His car having been taken from him*, the victim walked five miles to the nearest town. (participial phrase)

Use commas to separate words, phrases, or clauses in series.

The suspect's clothing contained *red, white, and black fibers*. (Note that a comma may not be used before the *and*)

The laboratory technician found fingerprints *on the table, under the chairs, and on the window sills*.

We did not know *when he would arrive, what he would say*.

The victim was *tall, dark, and handsome*.

Use commas to set off expressions like "he said" from direct quotations.

The suspect said, "Give me the dough!"

"I'll be there," he said, "at two o'clock."

"I'll be back tomorrow," he replied.

Use commas to set off nouns in direct address.

"Give me the money, 'sucker.' "

"This, fellows, is the answer."

Use commas to set off non-restrictive clauses and phrases. (A non-restrictive clause or phrase does not limit or change the meaning of the sentence, but gives additional information.)

Mr. Ray Coleman, *whom we had contacted earlier*, gave us the desired information.

We worked at the ball game, *although we had intended to work on the case*.

Officer Simon, *fearing that he would arrive too late*, used his red light and siren.

Use a comma after a statement followed by a short question dependent upon it.

You will go to the police station with us, *won't you*.

Use a comma to indicate the omission of a word or words which are necessary to complete the meaning of a sentence.

The company had a factory in Los Angeles; another, in New York; and a third, in Atlanta.

Use a comma to avoid confusion in reading.

After photographing, the laboratory technician dusted for fingerprints.

Use commas to set off transposed or inserted modifiers.

An old house, *bleak and dingy*, stood alone on the hill.  
The suspect, *by arguing forcefully*, won his point.

Use commas to set off contrasting expressions.

The victim, *not the suspect*, had written the note.  
The suspect, *even more than his associates*, had wanted to confess.

Use commas to set off each item after the first in an address or date.

The report indicated that he lived at 923 Ninth Street, Blankville, California.  
Sacramento 18, California  
June 19, 1959.

Use a comma after mild interjections.

The suspect had stated, "Well, what do you think?"

Use a comma before Sr., Jr., titles following a name, between a title and the name of an organization, and between smaller and larger geographical units.

John Smith, Jr.  
L. L. Jones, Ph.D.  
Chief, Division of Administration  
Correctionville, Iowa, United States

In numbers, a comma stands after each group of three digits, counting from the right.

The expenditures of the force in 1954 were \$1,823,158.50.  
The population of the city is 150,325.

Note: Write insurance police numbers, serial numbers, street numbers and order numbers as follows:

The case number is 34L126.

The insurance policy found in the safe contained the number, 1345678.

His address is 6000 Morton Way.

### THE SEMICOLON (;)

Use a semicolon between two independent clauses of a compound sentence when the conjunction is omitted.

We arrived at the scene at 9 A.M; we contacted the victim.

Use a semicolon before such conjunctive adverbs as the following words when they join independent clauses:

so	thus	moreover	accordingly
then	therefore	furthermore	consequently
yet	however	hence	nevertheless
still	besides	otherwise	finally

I did not write the report; *consequently*, I did not complete the investigation.

Police reports are required; *thus*, they are necessary.

The semicolon is usually used before a coordinating conjunction which connects the independent clauses of a compound sentence containing internal punctuation.

The witness, who was with us, did not want to go to police headquarters; but I persuaded her to go.

The semicolon is usually used between the items in a series if there are commas within the items.

The following items were selected; scissors, for cutting; strong cord, for binding; and heavy wrapping paper, for packaging.

### THE COLON (:)

Use a colon to introduce a list or a summarizing word, phrase, or clause.

The three common methods used in the development of fingerprints are listed in the order of their importance: *powder, iodine, and silver nitrate.*

He had only one idea: escape.

When he entered the house, he had only one motive: *that he might deprive the owner of her jewelry.*

Results were as follows: *better moral, less work, increased salaries, and improved public relations.*

Use a colon with a quotation when *say* or a substitute for *say* has been omitted.

The captain turned: "Who gave the order?"

Use a colon to introduce a long or formal quotation.

Mr. Walter R. Scott has the following to say about the redevelopment of iodine-developed latent fingerprints with powder: Although it can be done, it is not advisable to attempt to intensify or redevelop iodine-developed images with powder for several reasons: e. g., if an impression on paper is fresh . . .

Use a colon in expressing time to separate hours and minutes.

The report was made Wednesday, October 31, 1959, at 4:15 P.M.

### QUOTATION MARKS (" ")

Use quotation marks to set off the exact words spoken or written by another person.

The suspect said, "Get your hands in the air."

"I will go," the arrestee said, "if you insist."

Caution: Do not use quotation marks to set off indirect quotations.

He said that he would go.

Did he say that he would go?

Use single quotation marks to set off quotations within quotations.

He asked, "Who wrote 'Practical Fingerprinting'?"

Use quotation marks or underscorings to indicate titles of newspaper and magazine articles, etc.

The witness stated that he was reading "Gone with the Wind."

He gets his stock quotations from *The New York Times*.

Also use quotation marks or underscorings to call attention to particular words.

In questioning the suspect, we noticed that he used too many "and's" in his talk.

The *why* is the motive of the crime.

When two or more paragraphs are quoted, quotation marks are used at the beginning of each paragraph and at the end of the last paragraph.

"Much has been said about . . . (The paragraph follows.)



"The result can be accomplished . . . (The next paragraph follows.)"

Use quotation marks to enclose slogans and mottoes.

He had a "do or die" attitude.

Use quotation marks to enclose misnomers, slang expressions, or ordinary words used in an arbitrary way.

He gave the gun to his "mouthpiece."

She has a reputation as a "chippy."

When other punctuation is needed in connection with quotation marks, adhere to the following rules: (1) a comma or a period is always placed within quotation marks, and (2) other punctuation marks are placed within quotation marks only if they are a part of the quotation.

He asked, "Shall we search the house?"

Did he say, "The area will be searched?"

### THE DASH (—)

Use a dash to separate sudden interruptions from the main thought.

He told me—oh, I can't remember what he said.

Rod Smith—don't you remember him—we arrested him on another occasion.

Use a dash in place of a colon after a question mark or an exclamation point.

How can this be explained?—the suspect did not return to the scene.

Use dashes to set off appositives containing items separated by commas and to set off summarizing expressions and afterthoughts.

Many qualities—honesty, tact, initiative—are necessary to a good investigator. ((appositive)

Honesty, tact initiative—all of these characteristics are necessary to a good investigator. (summarizing expression)

John Jones is in jail again—nothing new for John. (afterthought)

You may abbreviate a date by using dashes.

1-11-59 or 1/11/59

### THE APOSTROPHE (')

Use the apostrophe to show possession.

The victim's glasses were in his pocket.



Singular and plural nouns not ending in *s* form the possessive by adding 's. Singular and plural nouns ending in *s*, add the apostrophe only.

All the *ladies'* dresses were collected as evidence.

Proper nouns of one syllable ending in *s* usually form the possessive by adding the apostrophe and *s*. When you use proper nouns of more than one syllable, add the apostrophe only.

John's clothes were on the bed.

Mr. Williams' car was impounded.

In joint ownership or in compound words the apostrophe or the apostrophe and *s* is added to the last word only.

We arrived at *Hendrix-Whalen's* department store at 9 P.M.

He stated that it was his *son-in-law's* property.

Caution: The apostrophe is never used with the possessive pronouns, hers, its, ours, yours, theirs.

Use the apostrophe to indicate the omission of a letter or letters in contractions. (A contraction is the combination of two words to form only one.)

*It's* a warm day.

He *wouldn't* confess.

*Don't* omit necessary punctuation.

Use the apostrophe and *s* to form the plural of letters, figures, symbols, and words used in a special sense.

In the statement, the *a's* and the *o's* were written much alike.

In the conversation, he used too many *and's*.

## PARENTHESES ( )

You may use parentheses to enclose supplementary or explanatory material.

The number of accidents (see Chart 15) has increased.

The gold Elgin watch (Item #3) was recovered.

A comma, if one is necessary, comes after the second parenthesis, not before the first. If the parenthetical element itself is a sentence, the period is omitted; a question mark or exclamation point is retained.

As the fugitive opened fire (it was a .45 caliber automatic), all movement ceased.

As the fugitive opened fire (was it a .45 caliber automatic?), all movement ceased.

Use parentheses when numerals are placed in formal enumeration within a sentence.

The functions of the special investigator are: (1) to locate the physical evidence, (2) to prevent contamination, (3) to collect the evidence, (4) to mark or label with adequate identifying information, and (5) to place it in proper containers for transportation to the laboratory.

Note that the comma which indicates end of an item in the series precedes the parentheses and that the numeral follows the coordinating conjunction.

### BRACKETS [ ]

Use brackets to enclose corrections, interpolations, and supplied omissions added to a quotation by a person quoting.

"Fingerprints developed in iodine vapors are temporary in nature [when exposed to air]; however, they dissipate slowly."

### THE HYPHEN (-)

The hyphen is usually used with two or more words forming a compound adjective preceding a noun.

The victim wore a *tailor-made* suit.

Use a hyphen with compound numbers from twenty-one through ninety-nine.

We asked the witness *thirty-five* well-directed questions.

Use a hyphen to indicate the division of a word in syllables at the end of a line when the remainder of the word is carried to the next line.

Additional information was not available, but the remainder of the evidence was delivered to the property clerk.

### ITALICS

In typed material show italics by *underlining*.

Use italics to distinguish letters, words, or phrases from the rest of the sentence so that the thought can be quickly comprehended.

The comma is used to separate words, phrases, or clauses in series when they are not connected by *and*.

Use italics to indicate foreign words appearing in English text, unless the words have been adopted into the English language.

The suspect was considered *persona non grata*.

### OMISSION

Show omission of material by use of a row of asterisks before a quotation when a large part of it has been omitted.

A series of three periods (four when the preceding sentence has been brought to a close) indicate omission within quoted material. The omission is usually a word or phrase, but it may consist of several sentences. It may come at the end of a sentence or in the middle of it.

"Mere words will not constitute an arrest, while on the other hand no actual physical touching is essential . . . there can be no arrest without either touching or submission."

## *Chapter IX*

### **PARAGRAPH CONSTRUCTION**

**A**LTHOUGH PARAGRAPHING PRESENTS no real problems in the many established forms in police reporting, it is a problem in narrative selections of preliminary and supplementary investigation reports. In these reports sentences are combined into paragraphs. Paragraphs set the pattern of organization for most of the report. If paragraphs are well organized and follow each other logically, you present an orderly development of thought, and your report can be easily read and appreciated. The following suggestions should prove helpful in your paragraph construction.

#### **USE SHORT PARAGRAPHS**

Long paragraphs, like long sentences, involve the reader in unnecessary difficulties. A paragraph is a grouping of sentences related to a single idea. Long paragraphs force your reader to hold many relationships in his mind until he gets to the end. If you break an idea into smaller units or paragraphs, your reader can move easily from one element to the next without undue effort. Try to hold your paragraphs to 100 words or less. A page of solid print looks formidable. Give the reader of your report more white space.

#### **MAKE THE MEANING OF EACH PARAGRAPH COMPLETE**

At the same time, there is always the danger that you will be brief but obscure. Common sense should tell you that the number of words in your paragraph is not so important as the clearness of the ideas you present. Your paragraphs should not read like telegrams.

#### **GIVE YOUR READER A REST**

Furthermore, experience has taught us that there is a limit to the period of attention that a reader can give to a report. When

this period is over, his mind becomes tired, and a clear understanding of what he is reading stops. This means that you must give him rest periods. The paragraph is the principal means by which this is done. The difficulty of the written material will control, to a great degree, the frequency of these periods. Some subjects must be handled in smaller portions than others. When you rewrite your report, try to determine how much your reader will be able to absorb in one period of attention. Remember that your reader will need periods for rest.

### **FOCUS YOUR READER'S ATTENTION**

But after the rest, you have the responsibility of recapturing his attention and focusing it upon the next topic of discussion. Your principal tool is a topic sentence. The new topic may be put forward immediately in the next paragraph, it may be stated and later repeated for emphasis, it may be delayed for a few sentences, or left until the end of the paragraph. In any case, your reader should be made to feel that he is moving safely in some known direction.

### **HOLD YOUR READER'S ATTENTION**

When you have your reader's attention focused on the topic of discussion, you should hold on to it—hold on until you have said what you want to say. Although it is admitted that this is in part a human thing which involves talent or natural ability, techniques are available that have been found useful in the arrangement of paragraphs. The most important of these deals with the order in which the sentences are arranged in the paragraph and with the use of link words and phrases.

The most common pattern of arrangement of sentences in a paragraph in basic police reports is the narrative or time order. You simply follow a series of events in the order in which they happened.

- (1) 9:49 P.M., 2-8-59, Reporting officers received a radio call reporting a grand theft at Room 109, Blankville Inn.
- (2) 9:55 P.M., 2-8-59, Reporting officers talked with the victim, Mr. Everett L. Rex, of Route 1, Tecumseh, Kansas, at the Blankville Inn, Room 109, Mr. Rex stated that he is a truck driver for

Cross Country Van Lines of Sioux City, Iowa (agent for Helm Van Lines), and is staying over night at the Gold City Motel, 1951 West 8th Avenue.

(3) The victim related that at approximately 5:30 P.M., 2-8-59, he was served by a young blond bartender (female) at Ralph's Club, 1842-7th Avenue, Blankville, and that during a conversation with her he learned that she would be off duty at 6:00 P.M. and agreed to meet him at the Surf Club, 1141-16th Avenue, Blankville. He further alleged that it was agreed that they would go out to dinner and she would stay the night with him at a motel for \$25.

(4) Mr. Rex further stated that he met the suspect as agreed at the Surf Club at approximately 6:30 P.M., 2-8-59. Victim alleges that they went from the Surf Club to the Blankville Inn in an Ace cab, which was allegedly driven by a person by the name of "George." He stated that they had dinner in the Blankville Inn at approximately 7:00 P.M. and registered for a room (Room 109) at Blankville Inn at approximately 9:30 P.M. this date.

(5) Victim further asserted that upon returning from the shower at approximately 9:40 P.M., the blond, a wrist watch, and \$260 were missing. He stated that the money (13 \$20 bills) had been removed from his wallet and the wallet returned to his trouser pocket.

(6) The complainant described the suspect as: WFA; 23 years, blond hair, 5'7", 131 pounds, wearing a dark coat and white dress with sequins. Victim asserts that suspect went by the name of "Kathy."

The order of your ideas is not the only way to hold your reader's attention. Use simple and effective link words and phrases to look back at the preceding sentence or forward to the one coming. These words and phrases are so useful in the linking of sentences together that Santmyers in his book, *Practical Report Writing*, presents a long list of them. They are rearranged here in alphabetical order for your use as a later reference.

**A**  
 accordingly  
 after  
 again  
 although  
 another  
 at any rate  
 at least

**B**  
 besides  
 by and large  
 by the way  
**C**  
 certainly  
 consequently  
 conversely

**E**  
 equally so  
 especially  
**F**  
 first  
 finally  
 for example  
 for instance

for this purpose  
further  
furthermore

**H**  
hence

**I**  
indeed  
in fact  
in particular  
in spite of  
in this way  
in truth

**L**  
lastly

**M**  
moreover

**N**  
naturally  
nevertheless  
next  
notwithstanding

**O**  
of course  
on the contrary  
on the other hand

**R**  
really

**S**  
second  
so  
still

surely

**T**  
the one  
the other  
then  
therefore  
third  
to this end  
too  
truly  
truth to tell

**W**  
with this in view

**Y**  
yet

### TIE YOUR PARAGRAPHS TOGETHER

You also should use these same words and phrases, along with many others, to move smoothly from one paragraph to another. Transition words may be used to show the position of a paragraph in a series, as backward reference, or as forward reference. When you want to be absolutely sure of your transition, you may use entire clauses or sentences.

### TIE YOUR SECTIONS TOGETHER

When your report is long and the subject matter is complex, you have still another problem. You must guide, direct, and reassure your reader. If you don't, he may get lost in the material. So, when you are sure you need them, use entire paragraphs to tie the various sections of your report together. For convenience of discussion, let us say that those used in this manner are either introductory, transition, or summary paragraphs.



## Chapter X

### EDITING AND CRITICIZING THE REPORT

**A**FTER YOU WORK FOR A WHILE with techniques of clear report writing, you begin to think more clearly. Your thinking becomes more concrete. However, it is unlikely that you will ever turn out your best work in a first draft. A major step in effective report writing will always be careful editing.

Writing is an art and, as with all arts, skill in it comes only with practice. Even the more experienced writers find that from original writing to final copy writing is a time-consuming process. It is a process of rewriting, deleting, inserting, and recopying, with progressively more emphasis on rethinking to achieve economy of expression. Even the experienced report writer finds the task of editing his own work a difficult one. It is natural for the writer to read into his own writing what he intended to say rather than what he actually said.

The key technique in learning to write clearly is learning to rewrite. Rewrite anything that isn't clear. This chapter suggests how to go about editing and rewriting.

#### PERSONAL METHOD OF REVIEW

When you are editing your own report, you should do your best to switch your viewpoint to that of the reader. A good way to accomplish this is to lay your report aside for a day or two before editing it. But seldom can you follow this practice in the police department. You need to become a constant critic of your own reports.

You will do a better job of editing if you read aloud. You should read the report two or three times. Follow these steps:

#### First Reading

Check the content of the report.

Is the report based upon facts?



- Is it based upon sound reasoning?
- Does it contain sufficient information?
- Are more examples needed?
- Do the facts need more interpretation?
- Has too much material been included?
- Are the sources of information the best obtainable?

## **Second Reading**

Check the effectiveness of organization.

- Is the subject stated clearly?
- Is the subject advanced in clear-cut and logical stages?
- Is the connection between stages clear?

## **Third Reading**

Check diction, sentence structure, paragraphing, and typographical style.

- Are the words appropriate to the reader and situation?
- Has the report been adjusted to an appropriate reading level?
- Are words specific and concrete, rather than vague and abstract?
- Have too many legal, technical, elaborate, bookish, and trite words been used?
- Are the sentences simple, clear, and effective?
- Can sentences be improved by deleting "deadheads," replacing "scatterbrain" words, and digging out smothered verbs?
- Do the paragraphs convey the meaning intended, focus and hold the attention of the reader, tie together, and move smoothly from one to the other?
- Is the grammar correct?
- Are words spelled or abbreviated correctly?
- Are words, phrases, clauses, and sentences properly punctuated?

## **Rewrite**

Rewrite your report in the order indicated. First, change the content in places where changes are necessary. Second, rewrite and rearrange for effectiveness of organization. Third, correct your diction, sentence structure, paragraphing, and typographical style. You may find that to do a good job even requires a fourth reading. If that is the case, use your fourth step to correct spelling, abbreviations, punctuation, and grammar. It may actually save you some time in the long run.

### **PARTNER METHOD OF REVIEW**

Regardless of the energies you exert, you will find that you have limitations as a critic of your own writing. Your word choice may be abstract, your sentences too long and involved, your organization confused, your meaning obscure—any of a number of faults may be present without your being aware of them. What then? How can you eliminate misinterpretation and misunderstanding?

In the police department you work with others—in the same vehicle, in the same office or another down the hall. Try your report on your partner or the man next to you. Have him serve as a disinterested reader.

Even if he can tell you nothing more than that the meaning is not clear, he is providing necessary criticism; he is facing you with the responsibility of finding out why the meaning didn't get across and then doing something about it.

If he can tell you that you have failed to bring out essential facts in the investigation, that the solution to your problem is illogical, that you are too wordy, or that the organization does not follow a natural sequence—then he is a valuable critic. Strangely enough, your partner may be able to do all of this and more, if you ask him to become your reader. He doesn't need special training for this work—just common sense and an attitude of doing for you what he would like you to do for him.

Here are a few ideas about what to look for in your partner's report and what to suggest in conference with him:

#### **Meaning**

Is the meaning of the report clear? If not, point out those things that confuse you. Ask him to tell you what he means. Work out with him a statement that is clear to both of you.

#### **Over-all Organization**

Your partner's difficulty may be over-all organization. If so, talk over the total report with him. What is he trying to say? To whom? Ask him to jot down the main ideas he wants to put over. His notes will serve as a rough outline. If major points within the re-

port are well-developed, total organization can sometimes be improved by shifting whole paragraphs.

### **Word Choice**

Is the writer showing off? Does he use too many legal and technical terms? Does he conceal meaning in big words? Suggest replacing showy words with simpler words, common words for legal and technical terms. Use the dictionary to find the easier word. Help him to discover smothered verbs, and rescue them. Locate and remove "scatterbrain" words.

### **Sentence Structure**

Are his sentences grammatically correct? If not, make proper notations in the margins. Are sentences too long and involved? If so, suggest breaking long sentences into two or more sentences, putting main ideas in separate sentences.

### **Paragraphs**

Are paragraphs too long? Suggest that he give the reader frequent rest periods. Does the thought move easily from one point to another? If there are sudden jumps, suggest transitional words, phrases, or paragraphs, or an additional sentence as a transitional device.

### **Level of Abstraction**

If there is need for support of generalization with more specific material, suggest more specific examples or concrete rather than abstract words.

## **COPYREADING MARKS**

Limited rewriting, minor corrections, and changes to conform to style are usually necessary in even the final draft. If these corrections are minor—inserting punctuation, a letter or a word, or substituting a phrase—they can be made in the text of the material without making the copy illegible. The symbols which may be found at the end of this chapter (called copyreading marks by editors and printers) are useful in editing reports. You may find these useful in editing your own report or that of your partner.

When you edit your report, remember that compliance with good typographical style is a “must” if your report is to be easy to read. Typographical style has to do with capitalization, spelling, punctuation, figures, abbreviations, addresses, and titles. Consistency is probably the most important principle of style. If you do not capitalize *r* in Colorado river the first time in your report, continue the practice; do not later write Colorado River. If you use the expression *theater*, continue to use that spelling; don’t change to theatre. (See the example of neatly edited copy at the end of this chapter.)

The following marginal notes may be useful in editing copy under the partnership method of review:

agree	.....	Pronoun and antecedent, or subject and verb don’t agree
amb	.....	Ambiguous word or phrase
apos	.....	Insert apostrophe
awk	.....	Awkward construction of word or sentence
sbw	.....	Scatterbrain word; replace with a specific word
cap	.....	Capital letter needed
clear?	.....	Is this clear?
coh	.....	Coherence; sentence lacks clear order and connection; related parts are not together
colloq	.....	Colloquial expression
concr	.....	Use concrete word rather than abstract
dead	.....	Deadhead word; eliminate it
dng	.....	Dangling expression—lacks connection
emph?	.....	Is this arrangement emphatic?
fig	.....	Use figure, rather than spelling out
frag	.....	Fragment of a sentence
gr	.....	Faulty grammar
jarg	.....	Jargon
lc	.....	Use lower case letter
Meaning	.....	Word or sentence is not clear
P	.....	Paragraph needed
No	.....	No paragraph needed
pass	.....	Passive voice; should use active
pn	.....	Punctuation needed
ref?	.....	To what does this pronoun refer?
rep	.....	Repetition, redundancy
sno-verb	.....	Smothered verb
sp	.....	incorrect spelling
str	.....	Construction is not parallel

tense	.....	Change tense of verb
tr	.....	Transpose letters, words, elements, etc.
trite	.....	Word or expression overworked
true?	.....	Is this a true statement
vague	.....	Need more details
wordy	.....	Should be shortened

research and development section

the chief

Intelligence Bureau

The capt. excused 30 men

Captain R. S. Smith is sixty

He will go to tomorrow

He was here today

To earnestly desire

presentation

J. F. Smith, a former <sup>police</sup> officer

infallible measure

Problem <sup>determining</sup> solution type

Report wherein periodic information  
as to ~~statutes~~ of operation is recorded

](1) He interprets

]Section IL

Copyreading Marks L

91 Thirty men reported

W<sup>at</sup>

John RSmith

Monday othe first

as follows o

yet not effective o

well-organized

style <sup>(-)</sup> formal, informal

a <sup>o</sup> cop hater <sup>o</sup>

Hamilton <sup>o</sup>

(?)

cannot

~~currently~~ available

emphasis <sup>a</sup>

Type in capital letters

Capitalize the letter indicated

Type in lower case letters

Spell out

Abbreviate or use figures

Bring together, no space

Separate, insert space

Transpose words

Transpose letters

Insert a word

Delete a letter and close up

Change a word

Delete words and close up

Indent or move to right

Center this on the page

Move to left

Begin a paragraph

Delete punctuation mark

Insert a period

Insert a comma

Insert colon

Insert semicolon

Insert Hyphen

Insert dash

Insert quotation marks

Insert apostrophe

Is this correct?

Let it stand

Delete a word

A single letter is wrong

Here's an example of a neatly edited copy:

Lists of Witnesses and Exhibits

In the final report of a case it is necessary ~~or~~ or advantageous to ~~visibly~~ present a list of witnesses to the reader. This list contains (1) the names and addresses of those persons who have information about the case, (2) a brief sentence indicating the nature of the testimony each will give. Reference may be made by paragraph number to the details wherein mention is made of the witness and his information. The final heading of a report is usually titled list of exhibits. This list names the articles classified as exhibits. Each must be adequately described.





**PART III**  
**REPORTING POLICE OPERATIONS**



## *Chapter XI*

### FIELD NOTE TAKING

**T**HE FOUNDATION OF ADEQUATE operational reporting is field note taking. Field notes may be taken by a complaint clerk on a complaint memo at the time of the receipt of a complaint at headquarters, or they may be taken by an officer on his beat in the performance of his routine duties at the scene of a criminal investigation or by him when assigned or assisting in an investigation. Regardless of the time and place, they are the raw materials from which operational reports are made and are the chief aids in reaching one of the end products of police work, namely the successful prosecution of offenders. Field notes represent the original source material employed in writing case sheets, arrest sheets, preliminary investigation reports, supplementary investigation reports, and other related records; they form the basis for future action to be taken in any given case.

Field notes are necessary because of the inability of people to remember. A good memory is a wonderful asset, but very few persons have cultivated this faculty to such an extent that all details can be recalled at a later time. You should not rely upon your memory. It may be several hours after the commission of the crime or the receipt of a complaint before you have the opportunity to write your report. You should not be burdened by the task of trying to remember those incidents that can be jotted down. A written record impresses the incident more indelibly on your mind, and a reference to a few words in your notebook, on many occasions, will act as a mental hitching post for a train of connected thoughts relating to the event.

A notebook is the index to your memory when you testify in court. When you rely upon your memory alone, you will be uncertain and indefinite in your answers to questions asked by attorneys. Keep in mind that your memory is likely to fail at critical

moments, particularly when you are trying to recall seemingly minor but important details such as measurements, directions, and the exact words spoken by a victim, witness, or suspect.

Law enforcement is a business; adequate reporting is a vital part of this business. You should remember that absolute thoroughness and accuracy in all things are of the greatest importance. In fact, if your department does not already do so, it would do well to establish definite rules and regulations requiring you and others in the department to maintain field notebooks, to carry them at all times while on duty, and to follow prescribed procedures in the matter of your field note taking.

### PRINCIPLES OF FIELD NOTE TAKING

Crime data should be recorded in your notebook *clearly, completely, concisely, and accurately.*

*Clear notes* are neat, legible, and understandable. You should not use shorthand in the taking of notes unless there are others in the department who can read your system.

*Complete notes* cover all the details of the crime: What? When? Where? Who? How? Why? and information regarding negative, unusual, and missing facts. To minimize overlooking some of the elements of completeness, some officers have found it helpful to paste to the inside cover of their notebooks the following words: Who, What, Where, When, Why, and How. No matter how complicated and detailed your report may be, if these six questions have not been answered, you don't have a good report. Remember that some insignificant thing on which you place little value might be the very thing which would make a positive connection to a person known to be operating in another jurisdiction; make notations of even the most insignificant facts. This means taking notes on all unusual or out of the ordinary acts committed during, before, or after the perpetration of the crime. Complete note taking also involves sketching the crime scene during the initial period of the investigation and recording measurements.

*Concise notes* are brief ones with the essential facts included. They are notes that are not complicated by unnecessary and incomprehensible words, phrases, and abbreviations. Be sure that

your notes contain only the necessary information and are understandable.

*Accurate notes* include: (1) the correct time and date; (2) the correct names of all persons present or otherwise involved, including officers as well as suspects, witnesses, etc; (3) the complete and correct residence address, business address, and telephone numbers of all persons concerned; (4) an exact description of the crime scene; (5) accurate description of property and motor vehicles involved; and (6) case, arrest, and identification numbers when they are available. Accurate note taking also involves the elimination of slang and vulgarisms unless they have a direct bearing on the case. In the event that you enter them in your notes as a part of a suspect's statement, they should be enclosed in quotation marks. Your own opinions have no place in the notes. Cause your notes to form a word picture of the investigation based upon facts alone.

### **USING THE FIELD NOTEBOOK**

Your notebook, when properly selected and maintained, is just about the most important law enforcement tool that you have at your disposal. It not only serves as your memory, it is your guide in the interrogation of witnesses, victim, and suspects. You should use it in the subsequent writing of your reports and as a ready reference when you appear in court. Make it useful in serving all purposes, not just one purpose.

#### **Using the Notebook in Interrogations**

The application of your field notes to the techniques of interviewing can be acquired only through experience and the use of certain fundamental practices.

Interrogations are delicate situations, and many people are overawed, frightened, or even panic-stricken by your authority. So, in most cases your approach should be friendly, helpful, and informal. Good will and excellent public relations, which may have taken the department years to establish, can almost vanish during a poorly conducted interview. One rude and ill-mannered officer can destroy public respect for his fellow officers. Also, though

the complainant may be nervous and seemingly uncooperative, he may be a very prominent citizen; the suspect may not be the perpetrator of the crime, and he may be a reporter who works for a very influential newspaper!

Keep your notebook out of sight until you have studied the situation carefully and have gained the confidence of the person involved. A successful officer sells himself and his department by being calm, thorough, business-like, and friendly. Use your notebook only when you are sure that note taking will be of benefit rather than harm to the case.

You'll find that the ordinary complainant won't be reluctant to talk freely about the case. However, if he is emotionally upset, it is better for you to get a rapid-fire verbal account and then ask him to repeat the story slowly in order that adequate notes can be taken.

When you are dealing with a witness, you should first appeal to him for his help. This also can be done in a friendly, businesslike manner. When the witness is sympathetic toward the cause, he will probably volunteer some information. As in the interview with the complainant, allow him the courtesy of a verbal statement before you enter any information in the notes. In some instances you will find that a witness will be agreeable to signing a short statement covering his knowledge of the offense. Get this information once you have the facts recorded in your notes.

Of course, the suspect offers your most difficult problem. He is prone to refuse to talk under any circumstances and especially in the presence of a notebook; therefore, discuss the issue with him and, if he commits himself to a story, bring out the notebook and go over the matter with him again. This is not to say that this is the only way. There are many occasions where circumstances alter the situation and a different procedure might be advisable. Use common sense in the matter.

Regardless of the person being interviewed, field notes are most useful when you pay particular attention to what is being said. Your notes take on a special meaning when notations are made on the emphasis on words or phrases and the stress on certain ideas that were made by the interviewee. Notations made on in-

portant terms, tone of voice, attitude, mannerisms, and other peculiarities of the person interviewed will pay off in your efforts to solve the crime.

### **Using the Notebook in Court**

Many times complete, clear, concise, and accurate notes have been wholly responsible for the successful outcome of a prosecution; and, by the same token, poorly recorded, inadequate, and inaccurate notes have resulted in unnecessary acquittals which have brought criticism and discredit upon the department and embarrassment to the investigating officer.

While the primary purpose of note taking is to prepare the preliminary investigation report on a given offense, you should not lose sight of the fact that notes can and will be used in court, and, on occasion, as an aid in testifying.

State law generally permits a witness to refresh his memory as to facts by the use of anything written by himself, or under his direction, at the time the fact occurred, immediately thereafter, or at any other time when the facts were still fresh in his memory. However, the writing must be produced for the benefit of all persons concerned and may be seen by the adverse party, who may, if he chooses, cross-examine the witness upon it and read it to the jury. Thus, you may testify from your field notes, though you retain no recollection of the particular facts.

When you work with a partner on a case, it is permissible for only one of you to keep the notes so long as they apply to what both of you saw, did, and heard while together. But you should make certain that both of you read and initial the notes at the time they are made. Through this technique the two of you can preserve your competency to testify from the notes should the opportunity present itself.

### **NECESSARY NOTE TAKING EQUIPMENT**

Just as the carpenter must be equipped with his hammer and saw or the physician his scalpel and forceps, you must be properly equipped for the performance of your note taking task. Two writing instruments, preferably fountain pens, are a "must."



There is no universal type of notebook which will suit all individuals. Writing habits, penmanship style, and type of writing medium are the governing factors. Yet, you should remember that a notebook must be carried at all times and should be of a size which will not detract from your efficiency or appearance. The following suggestions are offered as a guide.

1. Obtain a  $3\frac{3}{4}$ "x $6\frac{3}{4}$ " flexible, leather, looseleaf notebook. This type is easily carried in your pocket and provides adequate space for writing notes (see Fig. 1).
2. Equip the notebook with visible index tabs to separate the various sections of the notebook (see Fig. 2).
3. Provide sections for offense reports (preliminary investigation reports), follow-up, arrests, vagrants, wanted and missing persons, outside wanted and missing persons, military "wants," stolen automobiles, stolen bicycles, miscellaneous information, and others that your individual situation may demand.

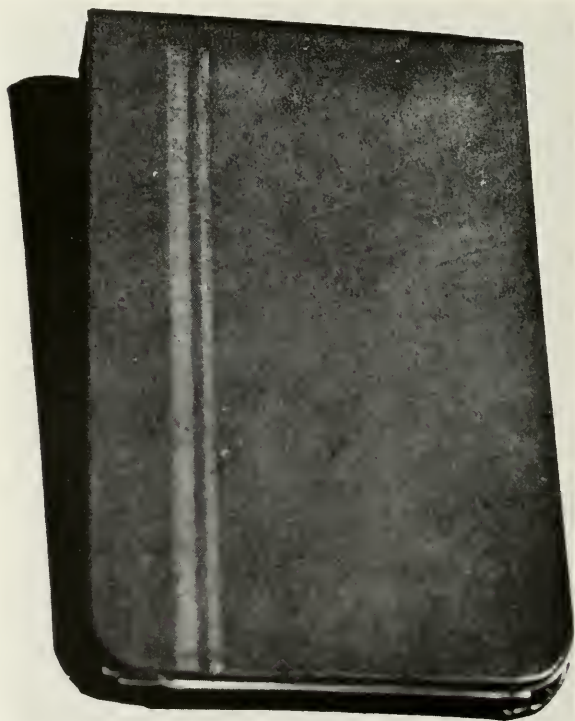


FIG. 1. Field Notebook,  $3\frac{3}{4}$  inches by  $6\frac{3}{4}$  inches, flexible leather looseleaf.





FIG. 2. Field Notebook,  $3\frac{3}{4}$  by  $6\frac{3}{4}$  inches. Note how this small, flexible book fits conveniently into the hand. This notebook can be used effectively under very adverse writing conditions.

### CARE OF NOTE TAKING EQUIPMENT

Exercise the same care in the treatment of your note taking equipment as you do of other personal equipment. Two fountain pens are recommended since ink notes do not easily become smudged or illegible. Keep the pen full of ink. Check all of your note taking equipment when you go on duty. Don't allow your notebook to become soiled or torn. An ample supply of ruled paper and forms should always be available. Place your name, telephone number, and home address in the inside cover of the notebook in permanent ink.

Notes no longer in use should be filed in envelopes by month and year and/or by case number. Index these notes so that they can be used as reference without difficulty and delay.

### OVERALL ARRANGEMENT OF THE NOTEBOOK

The first section of your notebook should consist of notebook-size forms—miniature forms most frequently used in your routine duties (see Form 1)—and your supply of unused, ruled paper for convenient use in your work. When you open your notebook, you should be able to start writing immediately without fumbling through the whole book.

The second section, the offense section, should contain your notes on all incidents assigned to you, unless you have moved them to the follow-up section. Use only one page for each incident. No other notes on other cases should be placed on the sheet, not even on the reverse side. When the case is closed, the page or pages of notes on a particular case should be removed and filed.

The third section is the *follow-up section* mentioned previously. It contains notes on cases that require additional action and notations of any type of business that you need to attend to.

The fourth section, *vacation section*, contains your list of premises where occupants are absent, including the location of the key or caretaker and a record of the inspections that you have made of the place.

The *arrest section* should provide a systematic list of all persons whom you have arrested. Along with the name of the arrestee, you

**LOST AND FOUND PROPERTY REPORT**

Used for:

**LOST—FOUND—PROPERTY FOR IDENTIFICATION**

● Article.....  
By whom lost.....  
Address.....  
Telephone.....  
● Business address..... Telephone.....  
By whom found.....  
Address..... Telephone.....  
● Business address..... Telephone.....  
Where found.....  
Day, date and time found.....  
Property now in custody of.....

**DESCRIPTION OF PROPERTY**

.....  
.....  
.....  
.....  
.....

**FINAL DISPOSITION OF PROPERTY**

● Owner notified by.  
Name..... Star.....  
Day, date and time notified.....  
● .....  
.....  
.....  
● .....

FORM 1. Miniature Report Form For Field Note Taking (3 $\frac{3}{4}$ "x6 $\frac{3}{4}$ ").

should include race, sex, occupation, home and business address, telephone numbers, the charge, the place of arrest, and the date. You may transfer this information from the offense and follow-up sections of the notebook at the time the arrests are made.

The *vagrant section* consists of a list, including valuable information, of all persons arrested for vagrancy within the jurisdiction. Information for this section may be obtained daily from the Daily Police Bulletin.

The *wanted persons section* contains data regarding persons wanted in the local jurisdiction for crime as well as information on missing persons.

*Outside wanted persons section* should be kept separate from local "wants." It contains data regarding persons wanted or missing in other police jurisdictions.

Information for the *military wants section* can be obtained periodically from military police organizations in the area. It should consist of an arrangement of persons wanted by the military for A.W.O.L., desertion, and other military offenses.

The *stolen automobile section* should contain a list of automobiles stolen in the jurisdiction plus a separate list of others stolen throughout the state. Each stolen vehicle should be identified in the notes by license number, followed by model, make, and other identifying information.

The *stolen bicycle section* should contain a name list and additional identifying information on all bicycles stolen in the jurisdiction.

The general information, or *miscellaneous section*, may contain certain frequently used sections of the penal code, vehicle code, and local ordinances; excerpts from the manual of rules and regulations; copies of various procedures; list of police aids such as welfare agencies, hospitals, and ambulance and wrecker services; or any other information that will assist you in the performance of your duties.

#### INTERNAL ARRANGEMENT OF THE NOTEBOOK

Although there are other methods of internal arrangement of your field notebook, two particular methods are recommended:

the alphabetical and daily diary systems. The alphabetical system provides for the arrangement of certain sections of the notebook in alphabetical order. The daily diary system calls for arrangement according to the date the notes were taken. When a combination of the two systems is used, important information is easy to locate, a permanent record of activities is maintained for future reference, and information on vacant premises, wanted and missing persons, stolen automobiles, and stolen bicycles is always at your fingertips.

### **The Alphabetical System**

The alphabetical system is the simple application of the alphabet to the names involved. The name may be that of a person, bicycle, or a crime as defined in the penal code. Apply the system to the arrest, wanted persons, outside wanted persons, military wants, vagrants, and miscellaneous sections of the notebook. The vacation section may best be arranged both alphabetically according to named streets and numerically according to house numbers and numbered streets.

### **The Daily Diary System**

The daily diary system works effectively in the arrangement of both the offense and follow-up sections. As finally arranged, the daily diary applies to the 2nd and 3rd sections of the notebook.

Use a separate sheet for each incident reported. If a tour of duty is uneventful or without anything of importance to report, it should be accounted for by the usual heading with the words "Nothing of importance" or some similar statement. Account for day or days off by entering the date or spread of dates together with the words "day off" or "days off." Each separate entry in the daily diary system contains two principal parts: the heading and the body of the notes.

**The Heading.** The information that you will use for the heading of each incident page will depend on where you are working, your department, and the type of work you are doing. Assuming, however, that you are working a beat as a patrolman, with a partner, and using a department vehicle, each day's heading should contain the following six entries:

1. The date
2. Case number
3. Shift or watch number
4. Beat number
5. Your partner's name and badge number
6. The vehicle equipment number

The date and case numbers should appear in the upper right-hand corner. Enter the beat number and your partner's name and badge number in the center of the sheet. Place the shift number and vehicle equipment numbers in the upper left-hand corner.

The heading, when complete, should be printed in ink as shown in Figure 3.

#1 Car 17E	#2 J. A. Doe	20 Jan. 59 2486-D
(Page from Notebook)		

FIG 3. Illustration of heading of a daily diary insert in the field notebook.

**The Body.** Keep the body of the daily diary entry of activities as brief as possible, preferably in telegraphic form, otherwise in a short time your notebook will become unwieldy and impractical. For example, let us assume the above heading and complete the body of an appropriate entry for the following incident:

About 8:30 A.M. an officer got a call to check a theft report at 856-16th Street. He arrived at that address and got the complainant's name, Mrs. Rosalie Roe, Negro, female, 30 years of age. She gave information regarding the theft of a fur coat which she described as imitation mink.

All information obtained from Mrs. Roe is written in long-hand on a clean sheet of paper in the field notebook. The preliminary investigation report is completed from this information.

The daily diary entry is made in the notebook as shown in Figure 4.

### FORMULA FOR OBTAINING NECESSARY INFORMATION

Here is a formula for obtaining necessary information during a preliminary investigation. Check your field notes against this formula to be sure that you have gotten the necessary facts.

#### 1. Who?

- Who was the victim?
- Who made the report?
- Who discovered the crime?
- Who saw or heard something of importance?
- Who had a motive for committing the crime?
- Who committed the crime?
- Who helped him?
- Who will sign the complaint?
- Who was talked to?
- Who worked on the case?
- Who marked the evidence?
- Who received the evidence?

#1 Car 175	#2 R.A. Adams	20 Dec. '59 3486-D
<p>8:30 A.M. Theft report; ROE, Mrs. Rosalie, 10F-20        865-16th St. Fur coat, imitation mink, Can        identify. Suspects WILLIAMS, Jane, 10-25        517- Peralta St.</p>		

FIG. 4. Illustration of a complete daily diary entry in the field notebook.



4-12	2	27 Sept. 59
Car 25	D.C. Jones	2175-C
James T. Warren (10)		
1950 Ward St. (Ph. 5678)		
6:02 - 502 in front		
Harold T. Brown (11)		
(M) (35)		
Apt. 10 2000 Roberts Way		
Arrested		
Searched car - OK.		
Brown saw Warren		
driving and drunk		
Car testify.		

Fig. 5. A page from the offense section of a field notebook. Note the telegraphic style used in recording the information.

2. What?

- What was the nature of the crime committed?
- What actions were taken by the suspect?
- What happened?
- What do the witnesses know about it?
- What evidence was obtained?
- What was done with the evidence?
- What tools were used?



What action did the officer take?  
What further action is needed?  
What knowledge, skill, or strength was needed to commit the crime?  
What other agencies were notified?  
What was reported but did not occur?  
What witnesses were not contacted?  
What time was the crime committed?  
What time was the crime reported?  
What was the time of your arrival?  
What time did you contact witnesses?

3. Where?

Where was the crime discovered?  
Where was the crime committed?  
Where were the tools or weapons obtained?  
Where was the victim?  
Where was the suspect seen?  
Where was the witness?  
Where did the criminal live?  
Where did the criminal hang out?  
Where is he now?  
Where would he most likely go?  
Where was he apprehended?  
Where was the evidence marked?  
Where was the evidence stored?

4. When?

When was the crime committed?  
When was the crime discovered?  
When was the authorities notified?  
When did the authorities arrive at the scene?  
When was the guilty party arrested?  
When was the victim last seen?  
When did help arrive?  
When will the complaint be signed?

5. How?

How was the crime committed?  
How did the criminal get to the scene?  
How did the criminal get away?  
How did the criminal obtain information in order to commit the crime?  
How was the crime discovered?  
How were the tools obtained?  
How did you get your information regarding the crime?  
How did you manage the arrest?

## 6. With What?

With what tools was the crime committed?

With what weapons was the crime committed?

With what means did the criminal travel to and from the scene?

- a. Auto
- b. Bicycle
- c. Train
- d. Bus
- e. On foot
- f. etc.

With what trade or profession are the tools associated?

With what other crime is this crime associated?

## 7. Why?

Why was the crime committed?

Why were the tools used?

Why were certain weapons used?

Why was the crime reported?

Why were witnesses reluctant to talk?

Why was the witness anxious to point out guilty parties?

Why so much time before the crime was reported?

Why did the criminal use a certain MO of entry?

## 8. With Whom?

With whom did the criminal associate?

With whom was the victim last seen?

With whom are the witnesses connected?

With whom did the criminal commit the crime?

With whom did you talk at the scene and at other places?

With whom did you work on the investigation?

With whom did you expect to locate the suspect?

## 9. How Much?

How much damage was done?

How much property was taken?

How much knowledge was necessary to commit the crime?

How much money was taken (denomination)?

How much did the victim claim was stolen?

How much trouble was it to carry the property away?

How much information are the witnesses not giving out?

How much is the victim withholding?

How much additional information do you need to help solve the crime?

## *Chapter XII*

### **REPORTING THE CASE**

**A**DEQUATE REPORTING AND RECORDS keeping procedures require that your department report and record, in some manner, all incidents that come to its attention. A case or complaint sheet is a basic, permanent, written record of reports of incidents and the action taken regarding them. Only three forms are required in case reporting: the "General Complaint Sheet," the "Casualty Sheet," and the "Miscellaneous Service Complaint." Our discussion in this chapter will deal exclusively with the procedures and content of these reports.

The case sheet is the foundation of the record for any case or incident since, in the records keeping process, all other related reports are attached to it. In addition, the case sheet is important for purpose of administrative review and control. It gives assurance that complaints have been received, recorded, assigned, posted, systematically dealt with, inspected, and followed up.

#### **Who Prepares the Case Sheet?**

If you are the complaint clerk, it is your responsibility to prepare the case sheet. In a small department you may do this along with the duties of desk sergeant, information clerk, and dispatcher. If your department is large, this may be your only job. In any event, the work is the type that must be centralized, and you are the only person who can be held responsible for it.

#### **How is the Information Received?**

You may receive information regarding a case in a number of ways. The complainant may telephone, make his complaint in person, or send a letter or telegram. Information may be received in the form of a warrant. When officers initiate their own investigations and make arrests on sight, you will receive your information from investigation and arrest reports.

**When is the Case Sheet Prepared?**

Unless the situation is an emergency, complete the case sheet as soon as you receive the information. On the other hand, if immediate action is necessary, relay the information to the dispatcher and record the information on the data sheet later. If you delay action until investigation officers report their findings, some cases will appear so insignificant that you will not record them. This results in an incomplete account of the activities of your department and a loss of control over those incidents that you have not recorded. Remember that a record is required from the beginning of the complaint so that follow-up controls will facilitate proper disposition of all cases.

**What Incidents Call For the Case Sheet?**

Almost all incidents reported to your department require that you, as the complaint clerk, shall initiate a case sheet. Make case sheets on the following incidents:

1. Most violations of federal and state laws and city and county ordinances.
2. Most calls on which officers are dispatched.
3. Reports of lost and found persons, animals, and property.
4. Warrants, subpoenas, and arrests in which a record of arrest is prepared, with the exception of multiple arrests for which a single case sheet is sufficient.
5. Cases in which a police officer is involved in any way in damage to public or private property or injury to any person.
6. Casualties including automobile, public, home, occupational, and firearms accidents; dog bite cases; suicides; attempted suicides; sudden deaths; bodies found; sick cared for; and mental cases.
7. Other cases when administrative orders, rules, and regulations or a commanding officer demand a case sheet.

Don't make a case sheet on the following:

1. Violations of state law and local ordinances which are observed by the police officer and result only in a warning to the violator.
2. Violations of state law and local traffic ordinances handled by traffic citations.
3. Minor traffic accidents involving only property damage less than an amount established by your department as reportable.

4. Calls on which officers are dispatched which are mere requests for information, or which result from traffic violations not endangering human life.

### How Many Copies of the Case Sheet?

If your department has no specialized divisions, only the original of the case sheet is necessary. But if your department has some specialized divisions, make a duplicate copy of the case sheet when you assign a case directly to a specialized division. The original copy will be forwarded to the records division and the duplicate to the specialized division. Under this procedure, officers in the specialized division don't have to waste time getting the original from the records office.

### How Many Case Sheets Are Made on a Single Incident?

Since statistical data are derived from the case sheets and accuracy is of prime importance, one of your more important decisions relating to case sheets should be: How many case sheets shall I make on a single incident? The following rules, adapted from *Uniform Crime Reporting*,<sup>1</sup> determine the number of case sheets you should make in any case.

In Part I cases the rules for offenses against the person differ from those against property; consequently, they are presented under two general divisions.

**Offenses Against the Person.** Part I cases against the person include felonious homicide, rape, and aggravated assault. *Make one case sheet for each person against whom an offense is committed.* The number of case sheets you make equals the number of persons killed, raped, maimed, wounded, or assaulted, plus the number of attempts. For example, if one person kills two people, make two case sheets, if two people murder one person, make only one case sheet.

**Offenses Against Property.** Part I cases against property include robbery, burglary, larceny, and auto theft. *Make a case sheet for each distinct operation that has been undertaken.* Observe the following rules:

<sup>1</sup>U. S. Department of Justice, Federal Bureau of Investigation: *Uniform Crime Reporting Handbook*. Washington, D. C., Federal Bureau of Investigation, 1955.

1. Make a case sheet for each distinct robbery. If two persons rob one, or one person robs two at the same time, make only one case sheet.
2. Make only one case sheet for one or several rooms entered in a burglary committed in a hotel or lodging house on the same occasion; make a separate case sheet on each apartment or office suite entered even though it is one of a number of entries made in the same building at the same time.
3. Make a case sheet for each distinct operation in cases of theft. If a thief steals a number of articles, all stored in one place but belonging to different persons, make only one larceny case sheet. If articles or accessories are stolen from several automobiles parked on the street, even though in adjoining spaces, make a separate case sheet on each larceny. However, if they are taken in a single operation from a number of cars in a parking lot or garage, make a single case sheet on the series.
4. Make a case sheet for each automobile stolen, plus the number of attempts. Include cars used for "joy rides." Remember, however, that failure to return a rented or borrowed car, embezzlements, and conversions are not classified as auto thefts.
5. When several offenses are committed by one person at the same time, make a case sheet for the offense that comes first in the Uniform Classification of Crimes. For example, a burglary and auto theft are committed on the same occasion; make one case sheet for the burglary.
6. Make a case sheet on each Part I crime confessed by the offender only when the victim is known and the offense is established.

**Part II Cases.** All criminal offenses not included in Part I are included in Part II. In Part II offenses against the person, make one case sheet for each person against whom an offense is committed. In Part II offenses against property make one case sheet for each distinct operation. In cases of single violation of state, county, or city ordinances perpetrated by a single person make a case sheet for each distinct violation of the law.

Make a separate case sheet on each Part II arrest, except in cases when two or more persons are arrested at the same time and place and on the same charge; or when two or more persons are arrested at the same time and place on several charges, the most serious of which is the same in each instance.

**Part III Cases.** Incidents of lost and found persons, animals,



and property are recorded as Part III cases. Their classification as *Lost* or *Found* depends upon which incident was first reported to your department, not upon which incident first became known. Make only one case sheet on each incident. If the loss was reported first, make a *Lost* sheet; the act of finding is reported on the same sheet. If something is found, the finding is reported on a *Found* sheet; when the owner reports the loss, the information is recorded on this same sheet.

**Part IV Cases.** Part IV cases are casualties including motor vehicle, other traffic, public, home, occupational, and firearms accidents; dog bite cases; suicides; attempted suicides; sudden deaths; bodies found; sick cared for; and mental cases.

Make one case sheet for each motor vehicle accident even though several persons are injured. In firearms accidents, dog bite cases, suicides, attempted suicides, sudden deaths, bodies found, sick cared for and mental cases, make a case sheet for each person injured or dead, or each person attempting suicide even though uninjured. The number of case sheets that you make equals the number of suicides, attempted suicides, bodies found, sudden deaths, sick cared for, mental cases handled, persons bitten, and persons injured by firearms. In all other casualties, make only one case sheet for each accident, regardless of the number of casualties.

**Part V Cases.** If your department requires case reporting of any other matters, the situations and incidents should be recorded as Part V cases. In recording Part V cases, make one case sheet for each incident or matter reported.

### GENERAL COMPLAINT SHEET

Use the general complaint sheet, Form 2, for all cases other than casualties and cases reported on "Miscellaneous Service Complaints." In initiating the report, remember that all data requested on the report form are needed for administrative purposes. A useless item would not have been included.

In the following discussion each item of the report is explained in detail, and a number is assigned; proper procedure dictates that you complete each item in sequence according to the number assigned to each explanation.

COMPLAINT SHEET

CLASSIFICATION (1) SUB-CLASSIFICATION (2) CASE NO. (3)  
 Victim \_\_\_\_\_ (4) \_\_\_\_\_ Prelim. Rept. by \_\_\_\_\_ (19) \_\_\_\_\_  
 Address \_\_\_\_\_ (5) \_\_\_\_\_ Ph. \_\_\_\_\_ Spec. Invest. \_\_\_\_\_ (20) \_\_\_\_\_  
 Business \_\_\_\_\_ (6) \_\_\_\_\_ Other Officers \_\_\_\_\_ (21) \_\_\_\_\_  
 Address \_\_\_\_\_ (7) \_\_\_\_\_ Ph. \_\_\_\_\_ Detective \_\_\_\_\_ (22) \_\_\_\_\_  
 Where Committed \_\_\_\_\_ (8) \_\_\_\_\_  
 When \_\_\_\_\_ (9) \_\_\_\_\_ Persons Arrested \_\_\_\_\_ (23) \_\_\_\_\_  
 How \_\_\_\_\_ (10) \_\_\_\_\_

\_\_\_\_\_ Arrested by \_\_\_\_\_ (24) \_\_\_\_\_ Date \_\_\_\_\_ (25) \_\_\_\_\_  
 \_\_\_\_\_ Connect with Case No. \_\_\_\_\_ (26) \_\_\_\_\_

Suspect \_\_\_\_\_ (11) \_\_\_\_\_  
 Reported by \_\_\_\_\_ (12) \_\_\_\_\_  
 Address \_\_\_\_\_ (13) \_\_\_\_\_ Phone \_\_\_\_\_ (14) \_\_\_\_\_  
 Reported to \_\_\_\_\_ (15) \_\_\_\_\_ Platoon and Beat \_\_\_\_\_  
 Time Reported \_\_\_\_\_ (16) \_\_\_\_\_  
 How Reported: Phone \_\_\_\_\_ (17) \_\_\_\_\_ Person \_\_\_\_\_ Letter \_\_\_\_\_ Telegram \_\_\_\_\_  
 Patrol Officer Received Complaint by:  
 Radio \_\_\_\_\_ (18) \_\_\_\_\_ Box \_\_\_\_\_ On View \_\_\_\_\_ At Station \_\_\_\_\_ Citizen \_\_\_\_\_

PROPERTY STOLEN: (27)

Duplicate to \_\_\_\_\_ (28) \_\_\_\_\_  
 Classification index card corrected: (29)  
 Cleared by Arrest \_\_\_\_\_ Date \_\_\_\_\_ Clerk \_\_\_\_\_  
 Prop. Recov'd-Val. \_\_\_\_\_ Date \_\_\_\_\_ Clerk \_\_\_\_\_  
 Unfounded \_\_\_\_\_ Date \_\_\_\_\_ Clerk \_\_\_\_\_  
 Classification Changed \_\_\_\_\_ Date \_\_\_\_\_ Clerk \_\_\_\_\_  
 F.U. Officer Notified \_\_\_\_\_ Date \_\_\_\_\_ Clerk \_\_\_\_\_

---

Indexed	Inspected	Closed
Clerk _____	F.U. Off. _____	F.U. Off. _____
Date _____	Date _____	Date _____



**Classification (1)**

You will note that Appendix B provides for 48 major uniform classifications of incidents. Enter one of these major classifications as the "Classification." For example, if the incident is criminal homicide, enter the words, "Criminal Homicide," in the space after "Classification."

**Subclassification (2)**

Enter the proper subheading in the space following "Subclassification." For example, if the killing was willful, enter "Murder" or "Non-negligent Manslaughter." In entering both the "Classification" and "Subclassification," no distinction is made between offenses committed by juveniles and those committed by adults.

**Case Number (3)**

Each complaint sheet must be identified by a serial number, known as the "case number." It is your responsibility to assign this case number. Assign the number next in sequence. Be extremely careful in assigning this number; all subsequent investigation reports and other forms and papers relating to the incident will be given this number by the officer who submits them.

**Victim (4)**

After "Victim," list the name of the victim, if there is one. If a person is arrested for an offense in which there is no particular victim or complainant other than the arresting officer, enter the name of the person arrested as the "Victim." If the victim is a business or institution, leave this item blank.

**Address (5)**

Give the complete address of the victim, if possible.

**Business or Institution (6)**

If the victim is a business or institution, leave the "Victim" space blank and complete items 6 and 7. Use the telephone or city directory as a guide in recording the complete and exact name.

**Address (7)**

Also record the exact address of the business or institution as given in the telephone or city directory.

**Where Committed (8)**

When the complainant alleges that the offense was committed in a city or incorporated town, record the exact street and building number. If the crime is alleged to have occurred in a rural area, establish its location by using familiar landmarks.

**When (9)**

If possible, record the exact day, month, and year that the incident is alleged to have been committed. When there is no degree of certainty as to the time of occurrence, record the time and date as nearly as possible; for example, "between 6:30 P.M. and 9:00 P.M., 1/10/60."

**How (10)**

State the way in which the person or property was attacked. In burglary, property is attacked by breaking in. Give the point of entry, as rear window, first-floor side window, etc. In robbery, state the method of attack, as strongarmed, slugged, beaten, etc. In worthless checks, drafts, notes, forgeries, and the like, state if by passing, forging, or raising, or if by fictitious or fraudulent checks, drafts, or notes. In larceny, specify the place from which the property was taken; for example, cash register, bedroom, desk, kitchen, etc.

**Persons Suspected (11)**

Complete the "Person Suspected" space only if the victim or person who reported the incident is able to give the name of a person whom he suspects or to give a description of an unknown suspect. Give the full name and/or description of the suspect, if possible.

**Reported by (12)**

State the full name of the person who originally reported the matter to your department. The name of this person is more important than the name of the officer who relays the report to you.

**Address (13)**

Give the complete address of the person who reported the incident to your department.

**Phone (14)**

Include both the home phone and business phone numbers of the person who first reported the incident. This information may save time later in the investigation.

**Reported To (15)**

Insert the full name of the officer to whom the case was first reported. Include platoon and beat numbers if the officer is a patrolman. If you received the report directly from the victim or complainant, place your initials in the "Reported To" space.

**Time Reported (16)**

Give the hour, day, and year that the incident was reported to your department.

**How Reported (17)**

Indicate the method of reporting to the department by placing a check mark after "phone," "person," "letter or telegram."

**Patrol Officer Received Complaint By (18)**

If a patrolman received the complaint in the field, indicate the method by checking the appropriate box. Otherwise, leave the space blank.

**Assignment of Officers (19-22)**

As the complaint clerk, it is your duty to assign officers who worked or will work on the case. Enter the name of the officer assigned to make the preliminary report in the space "Preliminary Reported By." If you don't know the time of occurrence of the incident, assign the patrol officers who covered that beat or patrol district during the hours when the offense may possibly have occurred. If a special investigator is assigned, place his name on the appropriate line. If the case is to be handled directly by the detective division, assign the detective regularly assigned to such crimes as well as the patrol officer in the area in which the crime occurred.

**Person Arrested (23)**

Usually you will not know the names of persons arrested when you make up the complaint sheet. In such cases leave the "Persons Arrested" space blank; the information will be inserted in the records division once arrests have been made. In cases involving "on view" arrests or those in which a suspect or suspects are arrested at the crime scene or immediately, record the full names of all persons arrested.

**Arrested By (24)**

Enter the name of the arresting officer or officers.

**Date (25)**

Give the day, month, and year that the arrest was made.

**Connect With Case Number (26)**

Insert the case numbers of other cases that are related in some way to the case at hand. For example, a burglary suspect may have been arrested in a stolen automobile, in which event you should connect the stolen auto with the case which records the burglary. Similarly, you should connect the arrest of a person with the cases which record any other crimes he may have committed. Connect all cases on several crimes committed by the same criminal. In the latter situation select one of the cases as the "key" case in order that the personnel in the records division may file other reports with it.

**Property Stolen (27)**

Complete the "Property Stolen" space only when the case involves the theft of property. List a description of each item of property (see Appendix C for instructions) along with the present cash value. If you do not have enough space, insert "See Reverse" and use the back side of the sheet to complete the list.

**Duplicate To (28)**

Insert "Detective," "Traffic," "Vice," or "Juvenile" in the Duplicate To" space when you make a duplicate copy and notify a specialized division of the incident.

**Classification Index Card Corrected (29)**

As the complaint clerk, you are not responsible for the completion of the "Classification Index Card Corrected" section. Appropriate records clerks will make the corrections or changes in the case sheet as alterations become necessary. This section provides a permanent record when the clerks indicate the case is cleared by arrest, property has been recovered, or the classification changed.

**Indexed, Inspected, and Closed (30)**

Like the "Classification Index Card Corrected" section, this section serves an administrative purpose in the records division. When the case is indexed by a records clerk and inspected and closed by the follow-up officer, the case sheet is initialed by the appropriate person and dated.

**Use Scratch Pad or Case Memo**

You will find it helpful to take your original notes on a scratch pad or a Complaint Memo (see Form 3). The complaint memo contains the information necessary to complete the general complaint sheet.

**COMPLAINT MEMO**

Victim _____	Case No. _____
Residence Address _____	Phone _____
Business or Institution _____	
Business Address _____	Phone _____
Where Committed _____	When _____
How _____	
Person Suspected _____	
Reported by _____	Address _____ Phone _____
Reported to _____	Time Reported _____
Beat Officer can contact complainant at _____	
	(Address) (Time)
Beat Officer Contacted Complainant at Headquarters _____	

FORM 3. Complaint Memo (8"x5").

Hold the complainant on the telephone or at the desk until you get all the information necessary to complete the report.

### **CASUALTY SHEET**

The casualty sheet, Form 4, is just another form of case sheet; for the most part, the content is the same as the complaint sheet. Apply the same rules and procedures in the completion of the casualty sheet that you applied to the complaint sheet. Use this sheet in lieu of the general complaint sheet in reporting casualties including motor vehicle; other traffic; public, home, occupational, and firarms accidents; dog bite cases, suicide, attempted suicides, sudden deaths; bodies found, sick cared for and mental cases.

Note that this case sheet bears the printed heading, *Casualty*. Insert the major classification of the casualty after the word **CLASSIFICATION** and the subclassification under the word **SUBCLASSIFICATION**. Insert the full name, address, and extent of injury of all persons injured in the incident and all drivers involved, if the case involves a traffic accident. Complete the remainder of the report in the same manner as you would complete a general case sheet.

### **MISCELLANEOUS SERVICE COMPLAINT**

Third, and last, among the case reports is the "Miscellaneous Service Complaint" (Form 5). This form was designed for use in reporting complaints received and investigations made where neither of the other case reports is applicable. Use the form to report the results of the investigation of noise and domestic complaints, suspicious circumstances, civil matters, assistance provided for persons who are ill, suspicious auto complaints, frightened persons, suspicious persons, miscellaneous traffic complaints, bon-fires, services to householders, dangerous non-traffic hazards, requests for assistance from outside departments, and other minor criminal and non-criminal matters where no arrests are made, no citations are issued, and the whole of police activity is completed with the submission of this one report.

Unlike incidents of a more serious nature, matters reported on the "Miscellaneous Service Complaint" do not require prior com-

CASUALTY SHEET

CLASSIFICATION	SUB-CLASSIFICATION	CASE NO.
1. INJURY	ADDRESS	EXTENT
2. INJURY	ADDRESS	EXTENT
3. INJURY	ADDRESS	EXTENT
4. INJURY	ADDRESS	EXTENT
5. INJURY	ADDRESS	EXTENT
6. INJURY	ADDRESS	EXTENT
1. DRIVER	ADDRESS	
2. DRIVER	ADDRESS	
3. DRIVER	ADDRESS	
WHERE _____		
WHEN _____		
HOW _____		
SPEC. INVEST. _____		
REPORTED BY _____ OTHER OFFICERS _____		
ADDRESS _____ PH. _____ REMOVED TO _____ BY _____		
REPORTED TO _____ CONNECT WITH CASE NO. _____		
TIME REPORTED _____ PLATON AND BEAT _____		
HOW REPORTED: PHONE _____ PERSON _____ LETTER _____ TELEGRAM _____		
PATROL OFFICER RECEIVED COMPLAINT BY: RADIO _____ BDX _____ ON VIEW _____ AT STATION _____ CITIZEN _____		
DUPLICATE TO _____		
INDEXED _____	INSPECTED _____	CLOSED _____
CLERK _____ F.U. OFF. _____	F.U. OFF. _____	
DATE _____ DATE _____	DATE _____	
CLASSIFICATION INDEX CARD CORRECTED:		
CHANGED TO FATAL _____ DATE _____ CLERK _____		
CLASSIFICATION CHANGED _____ DATE _____ CLERK _____		
F.U. OFFICER NOTIFIED _____ DATE _____ CLERK _____		

FORM 4. Casualty Sheet (8½"x11").

pletion of a general "complaint sheet" or "casualty sheet." The form serves as both a case sheet and a preliminary investigation report. It is an effective means whereby your department gets complete reporting of all minor situations that are known, with the least amount of paper work.



MISCELLANEOUS SERVICE COMPLAINT

No. \_\_\_\_\_

Phone \_\_\_\_\_

NAME (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last) \_\_\_\_\_ Address \_\_\_\_\_ Plat. \_\_\_\_\_ Beat \_\_\_\_\_ Date & Time Report Rec'd \_\_\_\_\_

Location \_\_\_\_\_

IF CONDITION IS NOT TRULY REPRESENTED EXPLAIN UNDER 'DETAILS'

INSTRUCTIONS: This form shall not be used for: Missing Persons; Where an arrest is made; Where property is lost, found or taken into custody, other than routine auto tows; Where supplemental reports are necessary; Casualties resulting from motor vehicle or traffic accidents, falls of persons on city streets, suicides or attempted suicides, dead bodies or where criminal acts are involved.

- 1.  Noise abated. Caused by ( ) auto; ( ) dog; ( ) party; ( ) poultry \_\_\_\_\_
- 2.  Domestic complaint, non-criminal, settled to satisfaction of complainant \_\_\_\_\_
- 3.  Suspicious circumstance (indicate nature under 'details') \_\_\_\_\_
- 4.  Civil Matter (indicate type under 'details') \_\_\_\_\_
- 5\*  Taken to Hospital by police ambulance (name of ambulance crew) \_\_\_\_\_
- 6\*  Taken to hospital by Officer \_\_\_\_\_
- 7.  Suspicious auto; investigation indicated report unfounded \_\_\_\_\_
- 8.  Frightened person \_\_\_\_\_
- 9.  Suspicious person. Responsible interviewed; report unfounded \_\_\_\_\_
- 10.  Miscellaneous Traffic (explain under 'details'). NS \_\_\_\_\_ VC \_\_\_\_\_ Car towed \_\_\_\_\_ Tag No. \_\_\_\_\_
- 11.  Locked out; aided in gaining entrance \_\_\_\_\_
- 12.  Bonfire. ( ) extinguished; ( ) has necessary permit; ( ) unfounded \_\_\_\_\_
- 13.  Police protection requested while complainant removes clothing/property \_\_\_\_\_
- 14.  Suspicious noise \_\_\_\_\_
- 15.  Service to householder (indicate type under 'details') \_\_\_\_\_
- 16.  Miscellaneous surveillance (indicate type under 'details') \_\_\_\_\_
- 17.  Hazards (dangerous condition), non-traffic \_\_\_\_\_
- 18.  Outside Departments' requests for assistance (indicate type under 'details') \_\_\_\_\_
- 19.  \_\_\_\_\_

\*On reverse side show complete names, addresses and ages of injured and cause of injury.

OFFICER ASSIGNED \_\_\_\_\_ By \_\_\_\_\_ Signed \_\_\_\_\_ Date & Time \_\_\_\_\_ No. \_\_\_\_\_

314-710 10M 9-58  
Form 5

FORM 5. Miscellaneous Service Complaint (8"x5") (Front).



PERSONS RESPONSIBLE: \_\_\_\_\_

DETAILS: (Be brief but specific)

Signed \_\_\_\_\_ No. \_\_\_\_\_

Date and Time \_\_\_\_\_

---

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TO BE FILLED IN BY SERGEANT

Comments: \_\_\_\_\_

Approved \_\_\_\_\_ Sgt. \_\_\_\_\_

Date \_\_\_\_\_

Form 5

FORM 5. Miscellaneous Service Complaint (Reverse).

The form is initiated by you as the complaint clerk; record the name, address, and telephone number of the complainant; case number; location of the incident; and date and time the complaint was received; and then assign an officer to the investigation.

The assigned officer, reports the condition as discovered in the investigation by checking the appropriate one of the 19 blocks on the far, left-hand, side of a form. On the back of the form, he lists the full name or names of the person or persons responsible for the incident; gives a brief but specific statement of the details of the investigation; signs the report; and records his badge number, time, and date.

## Chapter XIII

### REPORTING THE PRELIMINARY INVESTIGATION

AS STATED EARLIER, THE COMPLAINT clerk has the responsibility for receiving information on complaints and completing the "case sheet." In addition, he assigns an officer to the case in order that an investigation may follow. At this point another important phase of the operational reporting process begins.

Usually, the clerk will assign the patrol officer upon whose beat the offense occurred. If the time of the offense is unknown, he will assign the officer or officers who covered the beat or patrol district during the hours when the offense probably occurred. When departmental policy dictates that a particular case in its preliminary stages shall be assigned to the detective division or another specialized division of the department, the clerk assigns the detective or other officer regularly assigned to such crimes as well as the patrol officer in the area in which the crime occurred.

Generally, the desk clerk relays the assignment to the communications staff, and it is the responsibility of a communications officer to notify the officer or officers who have been assigned to the investigation. The assignment may be made immediately by radio, telephone, or in person. However, when the assignment is not of an emergency nature, it may reach the assigned officer or officers through a daily bulletin, an assignment sheet, or through receipt of a copy of the case sheet itself. Regardless of the method by which the assignment is received, it is the responsibility of the investigating officer or officers to report in detail all action taken.

Most police departments prescribe a regular printed form for reporting the preliminary investigation. Some may call it a *Preliminary Investigation Report*; others may label it a *Crime Report*. Except for the special forms provided for automobile and bicycle thefts, missing and wanted persons, lost and found articles, and auto accidents, a general preliminary investigation report is re-

BLANKVILLE POLICE DEPARTMENT (1)  
PRELIMINARY INVESTIGATION REPORT

(2) TYPE OF CRIME	(3) REPORT SERIAL NUMBER
NAME OF VICTIM (1)	WHERE COMMITTED (9)
RESIDENCE ADDRESS (5)	REPORTED BY (10)
PHONE (6)	ADDRESS (11)
DATE COMMITTED (7)	DATE AND TIME REPORTED (12)
TIME COMMITTED (8)	REPORTED TO (13)
PERSON ATTACKED (15) <small>(TRACE, SEX, AGE, TYPE OR OCCUPATION-NOT NAME OF VICTIM)</small>	INVESTIGATING OFFICER (14)
(WHAT WAS VICTIM DOING AT TIME)	SUSPECT #1 (23)
PROPERTY ATTACKED (16) <small>(TYPE OF PREMISES AND/OR TYPE OF LOCATION)</small>	SEX _____ DESCENT _____
HOW ATTACKED (17)	HEIGHT _____ WEIGHT _____ AGE _____
MEANS OF ATTACK (18) <small>(WEAPONS OR TOOLS USED)</small>	HAIR COLOR _____ EYE COLOR _____
OBJECT OF ATTACK (19) <small>(WHAT WAS TAKEN OR WHY COMMITTED)</small>	MARKS/SCARS _____
TRADE MARK OR PECULIARITY (20)	OCCUPATION _____
WHAT DID SUSPECT SAY? (21)	DUGUISE OR DRESS _____
TRANSPORTATION USED (22) <small>(IF AN AUTO, ALL AVAILABLE DESCRIPTIVE INFORMATION)</small>	ARRESTED? (YES OR NO) IDENTIFICATION NO. _____
	SUSPECT #2 _____
	SEX _____ DESCENT _____
	HEIGHT _____ WEIGHT _____ AGE _____
	HAIR COLOR _____ EYE COLOR _____
	MARKS/SCARS _____
	OCCUPATION _____
	DUGUISE OR DRESS _____
	ARRESTED? (YES OR NO) IDENTIFICATION NO. _____

LIST BELOW ADDITIONAL SUSPECTS, VICTIMS, WITNESSES & DETAILS OF CRIME, DESCRIPTION AND VALUE OF PROPERTY STOLEN, OR ANY INFORMATION ON HOW AND WHERE THE CRIME WAS COMMITTED.

DETAILS: (24)

PROPERTY STOLEN: (25)

LIST CASE NUMBERS OF ANY OTHER OFFENSES CLEARED OR CONNECTED WITH THIS REPORT, USE ADDITIONAL SHEET IF NECESSARY.

quired of any officer or officers assigned to cases of violence, theft, and fraud.

### **NATURE OF THE GENERAL PRELIMINARY INVESTIGATION REPORT**

The general preliminary investigation report, Form 6, is by nature a "modus operandi" report. Modus operandi, literally translated, means "method of operation." In police work, it is understood that the individual peculiarities, methods, techniques, and tools used by the criminal in committing the crime are among the more significant facts which later may lead to his apprehension. The general preliminary investigation must reveal these characteristics.

The principal theory upon which the "M.O. system" and the preliminary investigation report have been developed is that the criminal, like all human beings, is a creature of habit. A habit may be started intentionally or accidentally. After the thing has been done once, memory will then assist and will determine whether or not the previous action will be repeated. Repetition will be influenced by the success or failure of the previous act, or the sensation of pleasure or displeasure which was incurred when it was committed. Generally, if a criminal on his first attempt at burglary has been successful in using a one-half inch pry bar on a rear bedroom window, he is likely to continue using the same pry bar or one of similar dimension. If he is successful in committing his crime during early morning hours, if he gets enough money or other loot to satisfy his desires from the home of a minister, he is likely to continue his burglaries during the same hours and to attack the homes of other ministers. His habits or his methods will be influenced by the success or failure which he has in his operations.

If you are the officer assigned to a preliminary investigation, the "M.O. system" of investigating and reporting a crime is one of the tools which you have to assist you in your duty. The preliminary investigation report with emphasis on method of operation is the means whereby a particular burglar may be set apart from other burglars, a particular robber differentiated from other

robbers, or a bunco operator or fictitious check passer identified by his habits or methods. Thus, it is important that you understand the specific information which must be obtained during the preliminary investigation in order to prepare a report which emphasizes the "modus operandi" of the criminal.

Report forms may vary from department to department, but the "modus operandi" factors of this report are generally as set forth in the following outline:

1. Time of attack—(or date and time committed)
2. Person attacked
3. Property attacked
4. How attacked
5. Means of attack
6. Object of attack
7. Trademark or peculiarity
8. What the criminal said
9. Transportation used

The preliminary investigation report also includes information which is not strictly a part of the criminals "modus operandi," such as physical description or description of stolen property which will be of value to you in identifying him for consideration as being responsible for the crime.

Careful completion of a well-arranged preliminary investigation report is the best guide that you can get to assist you in covering the various phases of the preliminary investigation. The information is arranged in suitable form for ready reference; and later analysis of the "modus operandi" information will often prove to be just the data you need in the solution of difficult cases.

### **GENERAL CONTENT OF THE REPORT**

Usually, the police department will provide that the printed preliminary investigation report shall be 8½"x11" in size. A form of this size offers no particular problems in filing and furnishes ample space for all information necessary to the preliminary investigation.

Make a separate report, in duplicate, of each crime committed.

If multiple crimes are committed against one victim, you should make separate preliminary investigation reports for each crime. However, if one crime is committed against more than one victim, only one report is required.

An adequate preliminary investigation report should contain general administrative data as well as "modus operandi" information. In general, the administrative data which constitute the heading of the report include: (1) the name and location of the reporting department, (2) type of crime, (3) report serial number, (4) name of the victim, (5) residence address of the victim, (6) telephone number of the victim (both business and residence), (7) date committed, (8) time committed, (9) where the crime was committed, (10) who reported the crime, (11) the address of the person who reported the crime, (12) the date and time the crime was reported, (13) the person to whom the crime was reported and, (14) the name of the investigating officer or officers.

The "modus operandi" information, names and descriptions of suspects, description of lost or stolen property, and the "details" of the crime investigation make up the body of the report. Administrative data at the end of the reports are given in these numbered sections: (26) the signature of the officer reporting the information, and (27) the date and time the report was made.

### **SPECIFIC CONTENT OF THE REPORT**

A detailed explanation of the various components of the report follows. You will note that each part of the heading, body, and ending is labeled with an identifying number in the illustration Form 6, and the corresponding number has been placed in parentheses after the title of each part in the text of the discussion. When you need to refresh your memory as to the requirements of any part, turn to the illustration, check the number, and then turn to the text for the detailed explanation.

#### **Reporting Department (1)**

Note that the report form is so constructed that the name of the city and type of law enforcement agency appear in the heading. If the reporting agency is a sheriff's office, the name of the county should appear in the heading.



**Type of Crime (2)**

On the line, "Type of Crime," you should show the offense committed. In addition to citing the particular code section involved, it is helpful to include the usual name of the offense: for example, "Sec. 211 PC—Robbery." Your classification of the type of crime should conform to the facts of the case as they appear in the body of the report, and the report should reflect the necessary elements of the offense as defined in the law.

**Report Serial Number (3)**

The report serial number is the case number. Get it from the desk clerk, daily bulletin, or a duplicate copy of the case sheet. Remember that this number must be recorded correctly for the report to be "hooked up" with other reports relating to the same case, once the original copy reaches the records division.

**Name of the Victim (4)**

The victim is the injured party or the person who actually suffered the loss. The victim may be an individual or a business firm. If he is an individual, show the full name of that person. If a firm is the victim, place the name of the firm in this space, rather than the name of an employee who may represent the victim.

For example, if a Standard Oil Company service station is burglarized, and money or property belonging to the company is taken, the victim is the Standard Oil Company. If a robbery is committed against the manager or any employee of the same service station in which the company money or property is taken, the firm is the victim. When, in addition to company money or property, the personal funds or property of an employee are taken, you should also name the employee as a victim.

Thus, if more than one victim is involved in the same offense, the symbol, "V#1," should precede the name written in this space; names, addresses, and telephone numbers of additional victims should be listed and identified as "V#2," "V#3," etc., in the "details" of the report.

**Residence Address (5)**

The line, "Residence Address," is intended to provide information as to where the victim may be located. This information is primarily for the use of your department, if it is necessary to communicate with the victim later.

If the victim is a firm, you should record the business address. When the victim firm has various branches or offices, the address listed should ordinarily be that of the branch or firm official in charge of the area for which your department is responsible. Some large firms maintain a security department whose representatives handle the reporting of offenses in which the company is victimized. In these instances you may give the address of the special agent or other person in charge of the firm's security or protection department.

**Telephone Numbers (6)**

If the victim is an individual, record both the residence and business phone numbers. When the victim is a business firm, list both the telephone number and extension at which the officer who represents the firm can be called.

**Date Committed (7)**

"Date Committed" means the day of the week, date of the month, and the year that the offense was committed, as "Wed., Nov. 7, 1959," or "Wed., 11-7-59." If you do not know the precise date, the dates during which the crime occurred should be given as "between Wed., 11-7-59, and Sat., 11-10-59." When you include the day of the week you help in the making of a comparison of reports in a series of offenses.

**Time Committed (8)**

Report as accurately as possible the time the offense was committed. If you don't know the exact time the offense was committed, report the period during which the crime might have been committed, as "between 6:00 P.M and 9:00 P.M."

**Where Committed (9)**

If you are a member of a city police department, list the exact street address of the premises at which, or in front of which, the



offense was committed. A sheriff's office reporting an offense in a town or city will include not only the street address but also the name of the district or community. Report an offense committed in a rural area or on a highway with reference to crossroads or other known landmarks. In addition to specific addresses, you will find it of value to describe the location of the premises by name as well as by street address, as: "the Cutter Ranch, Rt. 1, Box 63, Folsom Blvd.," "City Hall, 1200 Berendo Blvd.," "City Clinic, 65 First St.," "Plaza Park, Ninth and S Streets."

**Reported By (10)**

On this line you should list the name of the person who made the offense known to the department. Remember that in many cases the person who reported the incident is not the victim. If the report was made by the victim, it is necessary only to write "victim" or the letter "V." When the report was made by an employee of a firm, indicate his relationship to the firm, as well as his name and address (11).

**Date and Time Reported (12)**

Here the date and time entry is self-explanatory. For example, state the time the report was made to the department as: "Nov. 7, 1959, 2:46 P.M." or "11-7-59, 2:46 P.M."

**Reported To (13)**

In order that your department may have adequate information for future reference, it is desirable that you record the name of the officer who first received the report. In many cases this will be the complaint clerk, but this is not necessarily true. Be certain as to who received the first report of the incident.

**Investigating Officer or Officers (14)**

Your name and the names of other officers assigned to the case should be placed on this line. Some departments also require your badge number as a means of identification and for statistical purposes. In any event, later developments in the case may make it necessary for other persons in the department to get additional information from you.

**Person Attacked (15)**

The heading, "Person Attacked," is used because a criminal may habitually select persons of a particular race, occupation, or class as his victims. In this space record the race, sex, age (exact age), descent (if the victim is obviously of foreign descent), and the victim's occupation or usual activity. When the person attacked is a juvenile, be especially careful in recording the age; this is necessary information since elements of some offenses depend upon the age of the victim. In addition, the qualifications of the victim as a witness may depend on age.

Remember that information in this space should reflect the type of person attacked, not the name of the person attacked. The person attacked may be a disabled veteran, a minister, a retired Chinese merchant, a high school girl, or a carpenter. You will want to record the descriptive information as, "white, female, 35, German, school teacher," or "WF35, German, school teacher." Another example might be "Negro, female, juvenile, high school student, 15 years," or condensed to "NFJ (15), high school student."

Don't forget the fact that a criminal may select a particular person to attack because of the activity of the victim at the time of the offense. For this reason space is provided for a brief note on the line titled, "What was the victim doing at the time (of offense)?"

**Property Attacked (16)**

In this space describe the place or type of premises at which the offense was committed e.g., "one-story, five-room, frame dwelling" or "two-story, eight-room brick residence," "one-room, tank house, rural area," "railroad refrigerator car on packing house siding," "drug store, outlying business district."

When a building is used for a number of purposes, first specify the particular purpose for which the room where the offense occurred is used. Then describe the general use of the building, such as, "retail grocery, on main floor of apartment house," "dentist's office, on second floor of office building," "physician's office, on first floor of two-story residence," "airline ticket office in hotel lobby."

In addition to reporting the kind of premises where the offense took place, it may be of value to describe the general character of the area or district where the offense occurred. This is especially true when the neighborhood has any outstanding characteristics. Later analysis of these data may prove valuable in connecting the crime with a series of crimes. Examples of this type of information are: "industrial district," "Chinese business district," "exclusive residential area," or "packing house district."

Let us assume that you are reporting a rape which occurred in front of an apartment house tenanted by Negroes in a Mexican district. The "property attacked" should be described like this: "street in front of Negro apartment house, Mexican district." Thus, you will note that, for reporting purposes, a sidewalk, highway, street, vacant lot, or field may be the "property attacked."

### **How Attacked (17)**

What you should record in the "how attacked" space is determined by the type of crime which you are reporting. In offenses other than burglary, present a general outline of the manner in which the offense was committed. For example, in robberies you should show what induced the victim to surrender his property. Thus, in these types of cases the "how attacked" may be "beating," "choking," "drugging," "bound and gagged," "accosted from behind," etc.

In sex crimes this factor may include "enticement by offering money," "exhibiting lewd photographs," or "offering a ride."

If your case is an ordinary theft, the best way to describe "how attacked" is to state specifically where the theft took place, as "taking from basement of residence," "taking from clothes line," "taking from mail box," etc.

In reporting burglaries you should include reference to the point of entry and the manner by which entry was made. State the location of the door, window, or other place of entry and the floor on which entry was made. This might be "prying rear kitchen door, first floor," "breaking glass, side window of basement," or "sawing hole through ceiling."

If a safe was burglarized, the "how attacked" also must include how the safe was attacked. For example, the safe might be attacked

by "drilling," "blowing," "pounding," "punching," "burning," "peeling," or some other method. Remember to specify the part of the safe that was attacked.

In fraudulent check cases the "how attacked" may be "forged signature of a prominent person," or "counterfeited company pay roll check."

The "how attacked" of a bunco artist may be "begins conversation with victim by asking time of day," "introduces #2S to victim as prominent person," or "inserts advertisement in newspaper." In any event, when you are reporting a bunco case it is most helpful to record a detailed step-by-step account of the transaction as it was told by the victim and to report how the first contact was made with the victim, particularly the approach.

### **Means of Attack (18)**

The "means of attack" involves a brief description of any instrument, tools, or other equipment used in the commission of the crime. For example, in fictitious check cases the means of attack might be a "hand-written, protectographed check, rubber stamped with a fictitious firm name."

In burglaries, the "means of attack" is a description of the tools used. If possible, you should describe the tools in detail. A careful examination of the tool marks and other conditions at the point of entry will help you to do this. Obviously, describing the instrument used as a "hexagonal shank wrecking bar," "offset auto jack handle," or a "flat bladed box opener" is more effective than describing it as a "prying instrument." Remember to note any oddities or peculiarities of the tools used, as observed from the marks left at the scene.

Depending upon the type of case, the "means of attack" may be a revolver, club, wrecking bar, rope, hook and line, glass cutter, bolt cutter, or safe combination puller. In fact, in some cases the means may be something other than a physical object, such as "bodily force," "climbing," "wearing," "opening," or "carrying away."

Safe burglaries offer the most complicated situation because they involve two "means of attack" (as well as two "how attacked"

as mentioned previously). The first "means of attack" is the tools used to gain entry to the premises, and the second is the instruments or tools used to attack the safe.

In armed robbery cases give the best possible description of the weapon used. If the victim is able to distinguish the caliber, give the size of the gun as well as the color or finish and whether it was a revolver or automatic.

In false pretense, trick and device, or bunco cases describe the instruments used in the scheme which induced the victim to part with his money or property, as "marked cards," "loaded dice," "money making machine," or "fictitious title to property."

### **Object of Attack (19)**

The "object of attack" is the reason the offense was committed or attempted. When property was taken by theft, burglary, fraud, or robbery, the "object of attack" is the type of property taken. Be specific in reporting the type of property as, "money and jewelry," "women's clothing," "silverware," "cigarettes," "narcotics," etc. Don't attempt to give a description of the property; this information should be reported later in the narrative section of the report.

In crimes against the person, the "object of attack" is usually the motive of the crime such as "ransom," or "revenge." Yet, in many homicide cases the motive may be "robbery" or "rape;" in most sex offenses the object of attack is "sexual gratification."

### **Trademark or Peculiarity (20)**

The "trademark" or peculiarity is one of the more important modus operandi factors that you should discover. These facts will assist you in identifying the responsible person and setting him apart from other offenders who are committing crimes of the same general type.

"Trademarks" may serve to indicate a specific burglar who has his own peculiar habits which he follows in his particular crime and which set him apart from other burglars currently operating. His trademark may be found in the criminal act itself or in some act which has no connection with the actual crime. It may be some



outstanding but deliberate action taken by the criminal or something which reflects a personal or subconscious habit.

While committing a burglary, one offender may turn on the house lights; others may burn matches or use flashlights. Some lower the window shades; others do not. Some take time to eat while they are on the premises; others may carry food away with them. In gaining entry some burglars merely tear the screens and open them enough to get in; others may cut neat holes and carefully remove the screens, leaving them alongside the window. There are "party burglars," "daylight burglars," and "barefoot burglars." Each of these may exhibit a great variety of techniques and peculiarities.

During the commission of a crime some offenders may perform sadistic or perverted acts which establish their trademarks. These acts may range from scattering face powder through the house to stealing women's undergarments, defecating on the premises, or performing acts of mutilation in the commission of assaults, rapes, or murders. In general, the more unusual the trademark the greater the assistance in identifying the offender. Diligent investigation should indicate some trademark in almost any offense. When you find it and record it, your report takes on real meaning.

### **What Did Suspect Say? (21)**

In reporting any offense in which the victim or a witness saw the criminal, you should pay particular attention to what the criminal said, as well as his physical description. He may mispronounce a word or use a unique expression, mannerism, technique, or accent which will aid in his identification. Speech habits seldom change, especially while the criminal is under tension. Such comments as "get'em up," "I'll blow your guts out," "reach," "this is a stickup," may become an unconscious characteristic of the criminal's method of operation. Take care to report the actual words used, not the victim's or the witness' paraphrase of what was said.

### **Transportation Used (22)**

If an automobile was used in the crime, report the model, make, body style, color, license number, and any peculiarities such

as accessories or damaged parts. The transportation used is very important, and you should be interested in recording as much information as possible about the method of travel used by the criminal in arriving at or leaving the scene, or the method he used to transport stolen property.

### **Suspect (23)**

You will note that space is provided on the form for names and descriptions of two suspects; should there be additional offenders in the case, list them in the "details" section of the form. When the suspect or suspects have been arrested prior to the submission of your report or on other occasions, it is helpful to include identification numbers in the space provided. This type of notation makes it easy to connect the preliminary investigation report to fingerprints or other identification data which have come or later may come to the department.

If an arrest is made before you submit your report, you should give a description of the suspect in as much detail as possible; even partial descriptions are valuable when they are compared with descriptions given in other reports. If possible, complete every descriptive item on the form. When you have additional identifying information, include it in the "details" of the report. A complete description for purposes of the preliminary investigation report should include:

1. Name, nickname, aliases, if known (If the suspect is a woman record her given name, maiden name, and married name)
2. Color of hair (if bald, note the type of baldness) (if the suspect is a woman, note any artificial hair coloring)
3. Complexion
4. Color of eyes; glasses and type of glasses
5. Height
6. Weight and build
7. Age (known and apparent)
8. Occupation (vocation and avocation)
9. Race (white, yellow, brown, etc.)

10. Nativity (place of birth)
11. Any peculiarities (speech, etc.)
12. Mannerisms ((that may be noticeable)
13. Marks and scars
14. Amputations
15. Teeth (missing, false, gold, etc.)
16. Dress, habits
17. Education
18. Relatives and friends (names and addresses)
19. Home town, prior addresses
20. Identification number

### **Details of the Crime (24)**

The items previously described give you, in brief, the administrative data and modus operandi information necessary to the report. On the lower part of the report form give in narrative style the story of the offense and its investigation. Use the back of the form, from bottom to the top, and additional clean full sheets of paper, if necessary.

You will note in completing the upper part of the form, you have furnished all the information usually included in the introductory paragraph of a narrative report, but you will need to summarize this information in the "details" of the report.

Your first paragraph should present the details of the complaint. Present your authority for conducting the investigation in the second paragraph. In subsequent paragraphs present the details of the investigation in the same chronological order as the facts were discovered. Be clear, complete, concise, and accurate. Observe all of the mechanical rules as they apply to narrative writing. Also see Chapter XVI for additional rules applicable to "Details" sections of both preliminary and supplementary reports. The following is an example of proper form and content of the "Details" section of the report:

---

*DETAILS:*

(1) 11:18 P.M., 8-5-59, complainant Dr. ALBERT E. BROWN of 461 Hunter Drive, FI 9-2446, called by telephone reporting that his office at 527 Hahn Medical Bldg., 609 S. Summer St. had been burglar-



ized. Victim stated that narcotic prescription forms and morphine tablets had been taken.

(2) 11:20 P.M. Officers J. M. JONES and R. R. ADAMS were assigned by radio to the investigation.

(3) 11:28 P.M., 8-5-59, reporting officers met "V" at the scene. A side door of the suite had been jimmed by what appears to be a 1½" jimmy bar with a "V" shaped notch in the blade. V stated that four tubes of morphine tablets taken from a cabinet in the treatment room and state narcotic prescription forms were the only articles taken. A valuable watch, which had been left on a desk in V's office near the prescription forms, was not taken. The condition of the office indicated that the suite had been thoroughly searched, but it was left in neat order.

(4) 11:50 P.M. Technicians R. E. BURT and J. M. HALL were called and obtained three latent fingerprint impressions on the top of "V's" desk; photographs of the jimmy marks were taken. A cast was also made of the tool marks.

(5) 12:15 A.M. 8-6-59, Reporting officers contacted the night janitor, JOSEPH (nmi) JONES, 5723 Central Ave., DR 6-3551. He stated that he had seen the above described S#1 in the building lobby coming downstairs about 8:00 P.M.

(6) Photos of latent fingerprints and tool marks are on file in the crime laboratory.

---

Note that each paragraph is given a number. This facilitates easy cross reference to an entire paragraph later in the report or in subsequent reports. Each chronological step begins with the time and date.

### **Description of Property (25)**

Follow the "details" of the report with a complete description of all lost or stolen property. A minimum description of an article listed in the preliminary investigation report should cover: (1) the quantity of article, (2) kind of article, (3) physical description (model, style, design, shape, size), (4) material (gold, silver, wool, etc.), (5) color, (6) condition (include age), and (7) value. (See Appendix C for detailed explanation).

In addition to the above descriptive items, many articles can

be further and more accurately described as having trade names, identifying numbers or marks, and initials.

If you describe a number of articles, precede the description of each kind of property with an item number. When you do this, later reference to the property can be made by item number instead of having to pick it out *from* a lengthy list. The following is an example of a correct property entry:

---

*PROPERTY STOLEN:*

1. State narcotic prescription forms #11723 to 111728 . .n.v.
  2. (4) tubes Squibb's tablets, morphine sulphate, 1/4 gr.,  
containing 20 tablets each ..... \$6.50
- 

**Signature (26)**

Place your signature at the very end of your report. If you are working with a partner, get him to sign the report.

**Date and Time of Report (27)**

As a final entry, give the date and time you completed the report.

BLANKVILLE POLICE DEPARTMENT  
PRELIMINARY INVESTIGATION REPORT

Burglary TYPE OF CRIME	729654 REPORT SERIAL NUMBER
NAME OF VICTIM <u>Albert E. Brown, M.D.</u>	WHERE COMMITTED <u>Suite 527, Hahn Medical Bldg.,</u>
RESIDENCE ADDRESS <u>461 Hunter Drive</u>	<u>609 S. Summer St.</u>
PHONE <u>FI 9-2546</u>	REPORTED BY <u>Victim</u>
DATE COMMITTED <u>Aug. 8, 1959, Tuesday</u>	ADDRESS <u>Same</u>
TIME COMMITTED <u>Between 5 P.M. and 11 P.M.</u>	DATE AND TIME REPORTED <u>Aug. 5, 1959, 11:15 P.M.</u>
PERSON ATTACKED <u>WMA Physician - M.D.</u> <small>(TRACE, SEX, AGE, TYPE OR OCCUPATION - NOT NAME OF VICTIM)</small>	REPORTED TO <u>Desk-Sgt. T. I. Jones</u>
<u>Victim was not on premises; was at his home</u> <small>(WHAT WAS VICTIM DOING AT TIME)</small>	INVESTIGATING OFFICER <u>Buford White</u>
PROPERTY ATTACKED <u>Office, 5 rm. suite, doctor's, in</u> <small>(TYPE OF PREMISES AND/OR TYPE OF LOCATION)</small>	SUSPECT #1 <u>Name unknown</u>
<u>8-story physicians' office bldg.</u>	SEX <u>Male</u> DESCENT <u>Mexican</u>
HOW ATTACKED <u>Prying side door of suite on</u> <u>5th floor</u>	HEIGHT <u>5'5"-5'7"</u> WEIGHT <u>135-150</u> AGE <u>30-35</u>
MEANS OF ATTACK <u>1 1/2 jimmy, "V" shaped notch on end</u> <small>(WEAPONS OR TOOLS USED)</small>	HAIR COLOR <u>Blk.</u> EYE COLOR <u>Drk.</u>
OBJECT OF ATTACK <u>Narcotics (morphine sulphate)</u> <small>(WHAT WAS TAKEN OR WHY COMMITTED)</small>	MARKS/SCARS <u>2" sc. rt. cheekbone</u>
<u>and narcotic prescription forms</u>	OCCUPATION <u>Unknown</u>
TRADE MARK OR PECULIARITY <u>Took forms from</u> <u>different positions in book; did not</u> <u>take a watch</u>	DRESS OR DRESS <u>Blk. shirt, dirty tan cord pants;</u> <u>no coat, no hat</u>
WHAT DID SUSPECT SAY? <u>Unknown</u>	ARRESTED? <u>No</u> IDENTIFICATION NO. _____ <small>(YES OR NO)</small>
TRANSPORTATION USED <u>Unknown</u> <small>(IF AN AUTO, ALL AVAILABLE DESCRIPTIVE INFORMATION)</small>	SUSPECT #2 _____
_____	SEX _____ DESCENT _____
_____	HEIGHT _____ WEIGHT _____ AGE _____
_____	HAIR COLOR _____ EYE COLOR _____
_____	MARKS/SCARS _____
_____	OCCUPATION _____
_____	DRESS OR DRESS _____
_____	ARRESTED? _____ IDENTIFICATION NO. _____ <small>(YES OR NO)</small>

LIST BELOW ADDITIONAL SUSPECTS, VICTIMS, OR OFFENSES OF WHICH THIS REPORT IS A PART. INDICATE DATE AND TIME OF OFFENSE.

DETAILS:

- (1) 11:28 P.M., 8-5-59, complainant, Dr. ALBERT E. BROWN of 461 Hunter Drive, FI 9-2546, called by telephone reporting that his office at 527 Hahn Medical Bldg., 609 Summer St., had been burglarized. Victim stated that narcotic prescription forms and morphine tablets had been taken.
- (2) 11:20 P.M., Officer BUFORD WHITE assigned by radio to the investigation.

Case #729654

(3) 11:23 P.M., reporting officer met "V" at the scene. A side door of the suite had been jimmed by what appears to be a 1½" jimmy bar with a "V" shaped notch in the blade. "V" stated that four tubes of morphine tablets taken from a cabinet in the treatment room and state narcotic prescription forms were the only articles taken. A valuable watch, which had been left on a desk in "V's" office near the prescription forms, was not taken. The condition of the office indicated that the suite had been thoroughly searched, but it was left in neat order.

(4) 11:50 P.M., Technicians R. E. BURT and J. M. HALL were called and obtained three latent fingerprint impressions on the top of "V's" desk; photographs of the jimmy marks were taken. A cast was also made of the tool marks.

(5) 12:15 P.M., 8-6-59, reporting officer contacted the night janitor, JOSEPH (nmi) JONES, 5723 Central Ave., DR 6-3551. He stated that he had seen the above-described S #1 in the building lobby coming downstairs about 8 P.M.

(6) Photos of latent fingerprints and tool marks are on file in the crime laboratory.

PROPERTY STOLEN:

1. State narcotic prescription forms # 11723 to 11728. n.v.
2. (4) tubes Squibb's tablets, morphine sulphate, ¼ gr., containing 20 tablets each..... \$6.50.

Officer Buford White  
8-6-59, 2 A.M.

## *Chapter XIV*

### **SPECIAL PRELIMINARY INVESTIGATION REPORTS**

**I**N REPORTING THE PRELIMINARY investigation in certain kinds of cases, the nature of the desired information is such that the general preliminary investigation report is not appropriate or will not suffice. This is true when there is need to report wanted persons; missing persons; lost, found, or stolen bicycles; stolen automobiles; traffic accidents; and a number of other miscellaneous incidents or complaints. Most police agencies provide special preliminary investigation report forms to facilitate reporting in these kinds of cases. This chapter deals with several special preliminary investigation report forms and the problems involved in completing them.

#### **PERSONS WANTED AND MISSING REPORT**

During the course of police business the need for recording information on wanted and missing persons frequently arises. When this happens, the general preliminary investigation report proves not only inadequate in providing the necessary special information but ineffective as a means of communicating to officers in the field. Most police agencies use separate "wanted persons" and "missing persons" forms; but, since the information can be presented effectively and economically in a single form, a combined form is presented in this discussion (See Form 7).

#### **Who Prepares the Persons Wanted and Missing Report?**

The responsibility for preparation of the form varies, depending upon the type of information that is recorded and the stage of the investigation at which the need arises. Oftentimes the complaint clerk will complete the form; at other times the report is a responsibility of an investigating officer.

If your department follows the policy of completing case sheets

on persons wanted outside of your jurisdiction and maintains cross-index information on these "wants," the report is a responsibility of the complaint clerk. Likewise, he is responsible for the "missing persons report" when the information is received through a complainant other than a member of the department.

This form not to be used for mailing  
**PERSON WANTED--MISSING**

(X out inappropriate word)

WANTED BY.....(1).....REPORT NO. ....(2)  
CRIME.....(3).....Warrant  Suspicion  Information Only   
NAME.....(4).....F. P. C.....(7)  
ADDRESS.....(5).....Prev. Rec.....(8)  
ALIASES.....(6)

HAIR.....  
EYES.....  
HEIGHT.....(9)  
WEIGHT.....  
AGE.....  
NATION.....  
BUILD.....  
COMP.....  
DRESS.....  
BEARD:  
OCC'PN.:  
MARK (9) continued  
MANNERISMS: (Gesticulates with hands when talking; talks out side of mouth; wears hat on side of head; etc.)  
ACCOMPLICES--FRIENDS

PERSON & PROPERTY ATTACKED: (10)  
HOW ATTACKED:  
MEANS OF ATTACK:  
Gun used (describe)  
Auto used (describe)  
Other means (describe)

TIME OF ATTACK: Hour..... Date..... Day.....  
OBJECT OF ATTACK:

TRADEMARK:

GENERAL REMARKS: (Describe hangouts, recreational habits, e. g., frequents public dance halls, races, prizefights, wrestling bouts, etc.) (11)

(12)  
  
(Photo Here)

(13)  
  
Any person having information which may assist in locating this person is requested to notify immediately the  
  
Copies..... By.....  
Date..... TIME.....  
Radio No.....  
Orig: to report, Dup. and trip. to squad rm; files; quad to detectives.

On the other hand, the need for the report often develops during the course of an investigation; in such cases the reporting responsibility rests with the investigating officer.

### **When Should the Report Be Prepared?**

Unless the situation is an emergency, complete the "Persons Wanted and Missing Report" as soon as you receive the information. If immediate action is necessary, relay the data to the dispatcher and complete your report later.

### **How Many Copies?**

Make the report in triplicate. The original should be attached to your general preliminary investigation report, if you are the investigating officer; if you are the complaint clerk, forward it to the records division. The duplicate must be filed on arch files or clip boards in the squad room, and the triplicate is sent to the detective division to be used by detectives in further investigation of the case.

### **How Many "Persons Wanted and Missing Reports" Are Made?**

Make one "Persons Wanted and Missing Report" for each person wanted or missing. If two or more persons are missing or wanted in the case, do not attempt to report them on the same form. The report is designed to identify the person and (in cases involving wanted persons) the method of operation of the criminal and the crime for which he is wanted. When information on two or more persons is included in the same report, it becomes confused and worthless.

### **Specific Content of the Report**

Since the report is utilized for both wanted and missing persons, "X" out the inappropriate word in the heading.

**Wanted By (1).** Insert the name of your department or the division investigating the case.

**Report Number (2).** The "Report Number" is the case or serial number. Obtain this number from the general preliminary investigation report or from the complaint clerk.



**Crime (3).** The "Crime" applies only to wanted persons. Record the crime as reported on the case sheet or the general preliminary investigation report, and/or check the additional and appropriate space on the same line.

**Name (4).** Give the full name of the person wanted or missing. If you don't know the name, write "Unknown."

**Address (5).** Include the complete address of the wanted or missing person, if possible.

**Aliases (6).** Insert all other names that the person uses or by which he is known.

**F. P. C. (7).** "F.P.C." means the fingerprint classification. Obtain this information from the records division and place it in the appropriate space.

**Previous Record (8).** At the same time, obtain and enter a summary of the subject's previous criminal record.

**Personal Description (9).** The personal description, one of the more important parts of the report, include descriptive information regarding the subject's hair, eyes, height, weight, age, nationality, build, complexion, dress, occupation, marks, mannerisms, accomplices, and friends. See the "Personal Description Sheet," Form 44 of this manual, for detailed information.

**Modus Operandi Information (10).** Since the method of operation of the criminal is significant in cases involving wanted persons, include the person attacked, property attacked, means of attack, time of attack, transportation used, object of attack, and trademark, as obtained from the general preliminary investigation report or the records division. A detailed explanation of these modus operandi factors is contained in the discussion of the general preliminary investigation report, Chapter XIII of this manual.

**General Remarks (11).** The "General Remarks" section is provided in order that you may include other information essential to the report which is not called for elsewhere. In this section describe hangouts and recreational habits of the subject and state whether or not a warrant has been issued for the arrest of a wanted person.

**Photograph (12).** If available, a "mug shot" of the wanted or missing person will be attached to the report in the records division.

**Closing Data (13).** The "Closing Data" section provides space for you to record the number of copies of the report, your signature, the date and time the report was made, and the radio dispatch number.

### BICYCLE REPORT

Like the "Persons Wanted and Missing Report," the "Bicycle Report," Form 8, is a special type of preliminary investigation report. Here, a single form provides for adequate reporting of stolen, lost, or found bicycles. Persons who report stolen, lost, or found bicycles usually call by telephone or appear in person at headquarters. Thus, the complaint clerk prepares the complaint sheet and assigns an officer to conduct the investigation. If you are the assigned officer, it is your responsibility to record the investigation on the "Bicycle Report." Make the report in triplicate: forward the original to the records division, the duplicate to the squad room, and the triplicate to the appropriate unit in the detective division. Prepare one "Bicycle Report" for each bicycle stolen, lost, or found. Check the appropriate box on the form as "Stolen," "Lost," or "Found" and enter the case number in the "Report Number" space.

**Victim (1).** List the full name of the victim. Remember that the victim may be someone other than the person who reported the bicycle. The owner of the bicycle is the victim. Give his complete address and telephone number, if possible.

**Date Committed (2).** Record the exact day of the month that the incident occurred.

**Time Committed (3).** State the hour that the incident occurred, as nearly as possible.

**Day of Week (4).** Give the day of the week that the incident occurred as Mon., Tues., Wed., Thur., Fri., Sat., or Sun.

**Where Committed (5).** When the complainant alleges that the incident occurred in a city or incorporated town, write the word "City" on the "Where Committed" space.

**Name of Premises and Address (6).** When the complainant alleges that the incident occurred at a place of business, record the name of the business. If the incident is alleged to have occurred in a city or incorporated town, give the exact street and building

BLANKVILLE POLICE DEPARTMENT

BICYCLE REPORT

STOLEN     LOST     FOUND    REPORT NO. \_\_\_\_\_

Victim \_\_\_\_\_ (1) \_\_\_\_\_ Where committed and/or \_\_\_\_\_ (5) \_\_\_\_\_

Res. Address \_\_\_\_\_ Name of premises and address \_\_\_\_\_ (6) \_\_\_\_\_

Phone \_\_\_\_\_

Date Committed \_\_\_\_\_ (2) \_\_\_\_\_ Reported by \_\_\_\_\_ (7) \_\_\_\_\_

Time Committed \_\_\_\_\_ (3) \_\_\_\_\_ Address \_\_\_\_\_ (8) \_\_\_\_\_

Day of Week \_\_\_\_\_ (4) \_\_\_\_\_ Pl \_\_\_\_\_ Bt \_\_\_\_\_ Date and time reported \_\_\_\_\_ (9) \_\_\_\_\_

Description of Bicycle (10)

License No. \_\_\_\_\_ (Yr) \_\_\_\_\_ B.P.D. No. \_\_\_\_\_ Factory No. \_\_\_\_\_

Make \_\_\_\_\_ TYPE: Girl's \_\_\_\_\_ Boy's \_\_\_\_\_ DbL. Bar \_\_\_\_\_ Single Bar \_\_\_\_\_

Standard weight frame? \_\_\_\_\_ Light weight frame? \_\_\_\_\_ Wheel Size? \_\_\_\_\_

Color of frame \_\_\_\_\_ Color of trim \_\_\_\_\_ Color of fenders \_\_\_\_\_

Locked? \_\_\_\_\_ Any identifying marks or peculiarities? \_\_\_\_\_

OFFICER'S REPORT (11)

Record Bureau  
Bicycle Bureau  
State Bureau  
Squadroom File

Signed \_\_\_\_\_ (12) \_\_\_\_\_ No. \_\_\_\_\_

Date and Time \_\_\_\_\_

numbers. If the incident is alleged to have occurred in a rural area, establish its location by using familiar landmarks.

**Reported By (7).** State the full name of the person who originally reported the matter to your department. The name of this person is more important than the name of the officer or complaint clerk who relayed the complaint to you.

**Address (8).** Give the complete address of the person who reported the incident to your department.

**Date and Time Reported (9).** State the hour, day, month, and year that the incident was reported to your department.

**Description of Bicycle (10).** Like the personal description in the "Persons Wanted and Missing Report," the description of the bicycle is one of the more important parts of the report. Be extremely careful in reporting the information; these are the only data by which the property later will be identified. Include the license number and year of the license, departmental registration number, and factory number. Give the make, type of bicycle, wheel size, and color of the frame, trim, and fenders. Indicate the weight of the frame as "standard" or "light weight," and state whether the bicycle was locked or unlocked. Ample space also is provided for indicating identifying marks and peculiarities such as accessories, damaged parts, dents, and scratches.

**Officer's Report (11).** The "Officer's Report" section provides space for recording the details of the investigation. Follow the same general pattern in completing this section as you would in writing the "Details" section of a general preliminary investigation report. Let your first paragraph contain the details of the complaint, the second paragraph state your authority for conducting the investigation. Present each subsequent investigative step in a separate paragraph and in chronological order.

**Closing Data (12).** To complete the closing data, sign the report, enter your badge number, record the date and time that you completed the report, and check the appropriate distribution of the various copies.

### **AUTO THEFT REPORT**

As stated earlier, the theft of an automobile requires the reporting of specialized information. Almost universally, police de-

partments have established a special type of preliminary report for this purpose. So, if you are assigned to investigate an auto theft, you should complete the required form rather than the general preliminary investigation report form. Use the "Auto Theft Report," Form 9, to report the theft of automobiles, trucks, motorcycles, and motor scooters. Even joy-ride thefts are classified as auto thefts. Always remember to make the report in duplicate, or three or more copies if your department plans court action in the case.

### **Content of the Face of the Form**

The face of the Auto Theft Report contains headings as follows: (1) complainant, (2) address and phone numbers (of the complainant), (3) case number, (4) reported by, (5) report received by, (6) stolen from, (7) make, (8) motor number, (9) departments notified, (10) value, (11) remarks, (12) approved by, (13) recovered by, (14) where recovered, (15) owner notified by, (16) other departments notified, (17) condition of car, (18) status of the case—unfounded, cleared by arrest, exceptionally cleared, or inactive, and (19) your signature and the signature of your commanding officer.

**Complainant (1).** Like the complainant on the General Preliminary Investigation Report, the complainant on the Auto Theft Report will, at times, be different from the complainant on the Case Sheet. (See the explanation given under General Preliminary Investigation Report.)

**Address and Phone Numbers (2).** Give the address of the complainant, including number, street, city, state, and phone number.

**Case Number (3).** Insert the case number as it appears on the case sheet.

**Reported By (4).** Give the name of the complainant as it appears on the case sheet, along with the complete address of the complainant.

**Report Received By (5).** State the name of the officer who received the original report; include the time and date received and how the theft was reported—"phone," "letter," "in person," or "on view."

AUTO THEFT REPORT

BLANKVILLE POLICE DEPARTMENT

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Complainant \_\_\_\_\_ (1) \_\_\_\_\_ Case No. \_\_\_\_\_ (3) \_\_\_\_\_  
 Local Address \_\_\_\_\_ (2) \_\_\_\_\_ Phone \_\_\_\_\_  
 Other Address \_\_\_\_\_  
 Reported By \_\_\_\_\_ (4) \_\_\_\_\_ Address \_\_\_\_\_  
 Report Received By \_\_\_\_\_ (5) \_\_\_\_\_ At \_\_\_\_\_ M. Date \_\_\_\_\_ 19\_\_\_\_ How Reported \_\_\_\_\_  
 Stolen From \_\_\_\_\_ (6) \_\_\_\_\_ Date and Time \_\_\_\_\_  
 Make \_\_\_\_\_ (7) \_\_\_\_\_ Style \_\_\_\_\_ Model \_\_\_\_\_ License \_\_\_\_\_  
 Motor No. \_\_\_\_\_ (8) \_\_\_\_\_ Color \_\_\_\_\_ Cyls. \_\_\_\_\_  
 Depts. Notified \_\_\_\_\_ (9) \_\_\_\_\_ Date and Time \_\_\_\_\_  
 Value \_\_\_\_\_ (10) \_\_\_\_\_  
 Remarks: \_\_\_\_\_ (11)

Approved By \_\_\_\_\_ (12) \_\_\_\_\_

Recovered By \_\_\_\_\_ (13) \_\_\_\_\_ Date and Time \_\_\_\_\_  
 Where Recovered \_\_\_\_\_ (14) \_\_\_\_\_ Date and Time \_\_\_\_\_  
 Owner Notified By \_\_\_\_\_ (15) \_\_\_\_\_ Date and Time \_\_\_\_\_  
 Other Depts. Notified \_\_\_\_\_ (16) \_\_\_\_\_ Date and Time \_\_\_\_\_  
 Condition of Car \_\_\_\_\_ (17) \_\_\_\_\_  
 Unfounded \_\_\_\_\_ (18) \_\_\_\_\_ Signed \_\_\_\_\_ (19) \_\_\_\_\_ Date \_\_\_\_\_  
 Cleared By Arrest \_\_\_\_\_ Investigating Officer \_\_\_\_\_  
 Exceptionally Cleared \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_  
 Inactive (not cleared) \_\_\_\_\_ Commanding Officer \_\_\_\_\_

(OVER)

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FORM 9. Auto Theft Report (8½"x11") (Front).

## DESCRIPTION OF SUSPECTS OR PERSONS WANTED (1)

	No. 1	No. 2
Name		
Alias		
Address		
Color, Sex, Age		
Height, Weight		
Color, Sex, Age		
Beard		
Nativity		
Occupation		
Dress and Other Marks		
Why Suspected or Wanted		

Remarks: (2)

Persons Arrested \_\_\_\_\_ (3) \_\_\_\_\_ Arrest No. \_\_\_\_\_

Persons Arrested \_\_\_\_\_ Arrest No. \_\_\_\_\_

Remarks: (4)

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**Stolen From (6).** Give the location from which the vehicle was stolen including number, street, city, and state. Record the date and time the vehicle was stolen.

**Make (7).** Record the make, year and body style; and license information including the year, state, and license number. For example, "1958, Buick, 4 door; 1959, California, BPY-441."

**Motor Number (8).** Give the engine number, serial number, or both; color of the automobile; and the number of cylinders.

**Departments Notified (9).** Name other police departments that were notified of the theft, giving the date and time of the notification.

**Value (10).** Give your estimated value of the stolen vehicle as determined by the owner or your own knowledge.

**Remarks (11).** Present a brief summary of the details of the theft as reported by the complainant. Include other descriptive data that may help to identify the vehicle.

**Approved By (12).** This line is for the signature of your commanding officer.

**Recovered By (13).** Give the name of the officer who recovered the vehicle if it was recovered within your jurisdiction. If the vehicle was recovered outside the jurisdiction, give the name of the department that recovered it. Include the date and time recovered.

**Where Recovered (14).** If the vehicle was recovered in the city, give the exact address. If it was recovered outside the city, give the name of the city and state.

**Owner Notified By (15).** Give the name of the officer who notified the owner of the recovery. Include the date and time the owner was notified.

**Other Departments Notified (16).** Insert the names of other law enforcement agencies that were notified of the recovery. (This should be the same as section 9.)

**Condition of the Car (17).** State the condition of the car at the time it was recovered—"damaged," "undamaged," "stripped," etc.

**Status of the Case (Mark with "X") (18).** Mark the case as "Unfounded," "Cleared by Arrest," "Exceptionally Cleared," or

"Inactive (not cleared.") Classify the case as "Unfounded" when your investigation reveals that there is no truth in the allegations of the complainant. Mark the case "Cleared by Arrest" when one or more persons have been arrested and charged with committing the offense. Classify the case as "Exceptionally Cleared" when the vehicle has been recovered without apprehension of the suspect, or in "joy-ride" thefts when no prosecution results even though the person who took the vehicle is apprehended. The case becomes "Inactive" when the statute of limitations takes effect.

**Your Signature and Signature of Commanding Officer (19).** After a recovery, you and your commanding officer should sign the report, indicating the recovery. Be sure that all copies are signed.

### **Content of the Reverse Side of the Form**

The reverse side of the Auto Theft Report contains space for: (1) description of suspects or persons wanted, (2) remarks concerning suspects or persons wanted, (3) persons arrested (and arrest numbers), and (4) remarks concerning persons arrested.

**Description of Suspects or Persons Wanted (1).** The following data are essential for a complete description of suspects or persons wanted:

- A. *Name*: Give the full name, if possible.
- B. *Alias*: Give any other names or nicknames that the suspect may be known by.
- C. *Address*: Give the number, street, city, and state of the suspect.
- D. *Color, Sex, Age*: Example: White male, 25 yrs. of age.
- E. *Height, Weight*: Example: 5'7", 190 lbs.
- F. *Color Eyes, Hair, Complexion*: Example: Blue eyes, dark brown, wavy hair; ruddy complexion.
- G. *Beard*: Give color, state whether heavy, light, clean shaven, mustache, etc.
- H. *Nativity*: Give the date and place of birth and nationality of the suspect. Example: 1-2-03; Chicago, Illinois; Italian.
- I. *Occupation*: State the type of employment the suspect usually performs. Examples: Cook, waiter, auto mechanic, carpenter.
- J. *Dress and Other Marks*: Describe what the suspect was wearing, also any visible jewelry, scars, tattoos, etc. Example: Felt hat, grey; brown suede jacket; white shirt; brown trousers; brown shoes; yellow gold ring—left hand ring finger; white gold wrist

watch with expansion band on left arm; tattoos of anchor—right outer forearm; etc.

- K. *Why Suspected or Wanted*: Give the reason that the person is a suspect or wanted. Examples: Identified by victim, or observed hanging around the scene on several occasions prior to the crimes being committed.

**Remarks Concerning Suspects or Persons Wanted (2).** Give any information or descriptions of suspects or persons wanted that you have not listed above.

*Examples*: Subject may be accompanied by white female—no description available; or, subject known to frequent bars in vicinity of Main Street and 5th Avenue.

**Persons Arrested (3).** State the name, sex, race, and arrest number of each person arrested in connection with the auto theft.

**Remarks Concerning Persons Arrested (4).** Give additional information about the persons arrested (associates, circumstances surrounding the arrest, etc.) that may be of value in presenting your case in court or may be of assistance in the future apprehension of the suspect should he become involved in other crimes.

*Example*: Subject offered armed resistance, had to be taken by force, was in company of other known criminal.

## VEHICLE ACCIDENT REPORT

A fourth, and possibly the most important preliminary investigation report, is the "Vehicle Accident Report," Form 10. Like cases of wanted and missing persons and auto and bicycle thefts, the specialized nature of the information needed for adequate reporting of an accident case requires a special form.

Information that you have obtained as a result of an accident investigation must be placed on the established report form. This information, in turn, is delivered to the records division and processed. In the records division the accident forms are checked, classified, indexed, and copied. In addition, certain information is taken from original reports and placed on maps, file cards, tallies, and other forms, as they flow through the records division to their place in designated files. Thus, your original reports, together with office forms and other related materials, accumulate in the records

office and become the working and guiding basis for your department's traffic control program.

The "Vehicle Accident Report," Form 10, conforms in most details with a standard form originally developed by the National Safety Council's Committee on Traffic Records and adopted by the

(1)  
Arrest or Citation Number

**STATE OF CALIFORNIA  
CALIFORNIA HIGHWAY PATROL  
Vehicle Accident Report ★**

(3)

Veh. 1 Charge \_\_\_\_\_ City \_\_\_\_\_ Township \_\_\_\_\_ Local No. \_\_\_\_\_  
 Veh. 2 Charge \_\_\_\_\_ County \_\_\_\_\_ Division \_\_\_\_\_ State No. \_\_\_\_\_

(4) LOCATION AND DATE  
 Accident Occurred on \_\_\_\_\_ Day of Week \_\_\_\_\_  
 At Intersection With \_\_\_\_\_ Date \_\_\_\_\_  
 Not at Intersection \_\_\_\_\_ Feet \_\_\_\_\_ of \_\_\_\_\_ Time \_\_\_\_\_

(6) Motor Vehicle Involved with  
 1. Pedestrian 2. Other Motor Vehicle 3. Train 4. Street Car 5. Animal Drawn Vehicle 6. Bicycle 7. Animal (killed, mangled, unattended)  
 8. Fixed Object 9. Overturned in Roadway 10. Ran Off Roadway 11. Other Non-collision (tell from veh. file, etc.) 12. Other (explain in Remarks)

(7) Vehicle No. 1  
 Driven by \_\_\_\_\_ Nationality/Race \_\_\_\_\_  
 Company/Employer/Military Unit \_\_\_\_\_  
 Age Sex \_\_\_\_\_ Div. Exp. \_\_\_\_\_ Div. Lic. \_\_\_\_\_ State \_\_\_\_\_ Year \_\_\_\_\_ Vch. \_\_\_\_\_ Chauff's \_\_\_\_\_ Oper's \_\_\_\_\_ Occ. \_\_\_\_\_  
 Make \_\_\_\_\_ Yr. \_\_\_\_\_ Type \_\_\_\_\_ Parts of Vehicle Damaged \_\_\_\_\_ Amount \$ \_\_\_\_\_  
 Going \_\_\_\_\_ On \_\_\_\_\_ Rarely \_\_\_\_\_ Never Before \_\_\_\_\_ Date Driver Last Used Road \_\_\_\_\_  
 Uses Road or Street Frequently \_\_\_\_\_  
 Reg. Owner \_\_\_\_\_  
 Distance Danger Was Flown Noticed \_\_\_\_\_ Estimated Speed at That Time \_\_\_\_\_ Estimated Speed at Moment of Accident \_\_\_\_\_ Distance Vehicle Traveled After Impact \_\_\_\_\_ Lawful Speed \_\_\_\_\_ Max. Safe Speed Under Conditions Prevailing \_\_\_\_\_  
 Vehicle Removed \_\_\_\_\_ By \_\_\_\_\_

Vehicle No. 2  
 Driven by \_\_\_\_\_ Nationality/Race \_\_\_\_\_  
 Company/Employer/Military Unit \_\_\_\_\_  
 Age Sex \_\_\_\_\_ Div. Exp. \_\_\_\_\_ Div. Lic. \_\_\_\_\_ State \_\_\_\_\_ Year \_\_\_\_\_ Vch. \_\_\_\_\_ Chauff's \_\_\_\_\_ Oper's \_\_\_\_\_ Occ. \_\_\_\_\_  
 Make \_\_\_\_\_ Yr. \_\_\_\_\_ Type \_\_\_\_\_ Parts of Vehicle Damaged \_\_\_\_\_ Amount \$ \_\_\_\_\_  
 Going \_\_\_\_\_ On \_\_\_\_\_ Rarely \_\_\_\_\_ Never Before \_\_\_\_\_ Date Driver Last Used Road \_\_\_\_\_  
 Uses Road or Street Frequently \_\_\_\_\_  
 Reg. Owner \_\_\_\_\_  
 Distance Danger Was Flown Noticed \_\_\_\_\_ Estimated Speed at That Time \_\_\_\_\_ Estimated Speed at Moment of Accident \_\_\_\_\_ Distance Vehicle Traveled After Impact \_\_\_\_\_ Lawful Speed \_\_\_\_\_ Max. Safe Speed Under Conditions Prevailing \_\_\_\_\_  
 Vehicle Removed \_\_\_\_\_ By \_\_\_\_\_

(8) Damage to Property Other Than Vehicles \_\_\_\_\_ \$ \_\_\_\_\_

(9) INJURED  
 Total No. of Persons Injured \_\_\_\_\_  
 Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Age \_\_\_\_\_ Sex \_\_\_\_\_ Taken to \_\_\_\_\_ By \_\_\_\_\_  
 Nature of Injuries: None Minor Major Fatal Injured Was Ped. Driver Pass Other Occupant in Veh. No. In \_\_\_\_\_  
 Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Age \_\_\_\_\_ Sex \_\_\_\_\_ Taken to \_\_\_\_\_ By \_\_\_\_\_  
 Nature of Injuries: None Minor Major Fatal Injured Was Ped. Driver Pass Other Occupant in Veh. No. In \_\_\_\_\_

(10) WITNESSES  
 Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ Where Was Witnessed \_\_\_\_\_  
 Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ Where Was Witnessed \_\_\_\_\_

NOTE: Use another report form if 2 or more vehicles or additional injuries, fatalities and witnesses are involved.

(25)

(26)

\* Reported in Compliance with 484 V C Driver 1 Name of Officer \_\_\_\_\_ Badge \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ Driver 2 \_\_\_\_\_ Approved by \_\_\_\_\_

FORM 10. Vehicle Accident Report (8 1/2"x11") (Front).

National Conference on Uniform Accident Statistics. It is apparent that this complete accident report form occupies a vital position in a traffic control program. It provides the basis for planning and furnishes information required for administration as well as that required by law. It follows that many of the benefits of an excellent accident investigation will be lost unless the information

(11) PEDESTRIAN: Was Going \_\_\_\_\_ on, or \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ Was Pedestrian \_\_\_\_\_  
STREET NAME, NUMBER OR LETTER TO A CORNER, OR WEST SIDE TO EAST SIDE  
 Never Occasionally Yes No  
 Was Pedestrian Inside Markings or Extensions of Sidewalk Lines? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Uses Street or Road \_\_\_\_\_ Frequently \_\_\_\_\_ Rarely \_\_\_\_\_ Before or \_\_\_\_\_ Race \_\_\_\_\_ Occupation \_\_\_\_\_ Clothing \_\_\_\_\_  
 Were Crosswalks Marked? \_\_\_\_\_ Yes \_\_\_\_\_ No

(12) WHAT DRIVERS WERE DOING (Check one for each driver) (1) 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22  
 1. Crossing at intersection with signal 2. Same—against signal 3. Same—on signal 4. Same—diagonally 5. Crossing not at intersection 6. Coming from behind parked cars 7. Walking in roadway with traffic 8. Working in roadway against traffic 9. Standing in safety zone 10. Getting on or off street car 11. Getting on or off another vehicle 12. Working on vehicle on roadway 13. Working on vehicle near roadway 14. Other working in roadway 15. Playing in roadway 16. Hitching on vehicle 17. Lying in roadway 18. Not in roadway 19. Vending in street—newsboy 20. Vending in street—other 21. Other—(explain in remarks) 22. Disregarded other traffic control device

(13) WHAT DRIVERS WERE DOING (Check one for each driver) (1) 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22  
 1. Going straight ahead 2. Making right turn 3. Making left turn 4. Making U turn 5. Slowing or stopping 6. Starting from traffic lane 7. Starting from parked position 8. Stopped in traffic lane 9. Parked 10. Backing 11. Overtaking 12. Avoiding vehicle, object or pedestrian 13. Striking

(14) VIOLATIONS INDICATED (Check one or more for each driver) (1) 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27  
 1. Exceeding stated speed limit 2. Exceeding safe speed—but not stated limit 3. Violated pedestrian right of way 4. Violated right of way (auto) 5. Following too closely 6. Drove through safety zone 7. Pleading standing street car 8. Passing on hill 9. Passing on curve 10. Cutting in 11. Other improper passing 12. On wrong side of road—not in passing 13. Failure to signal or improper signal 14. Improper turn—wide right turn 15. Same—cut corner on left turn 16. Same—turned from wrong lane 17. Other improper turning 18. Disregarded police officer 19. Disregarded stop and go light 20. Disregarded stop sign or signal 21. Disregarded warning sign or signal 22. Disregarded other traffic control device 23. Improper starting from parked position 24. Improper parking location 25. Failed to turn on lights 26. Other violation (explain in remarks) 27. No violation

(15) CONDITION OF DRIVER AND PEDESTRIAN (Check one) (1) 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100  
 1. Had been drinking—obviously drunk 2. Had been drinking—ability impaired 3. Had been drinking—ability not impaired 4. Had been drinking—not known if ability impaired 5. Had not been drinking 6. Socially unknown 7. Defective eyesight 8. Defective hearing 9. Other bodily defects 10. Stubby, fatigued 11. Apparently asleep 12. Apparently normal

EXPLAIN CONDITION \_\_\_\_\_  
 Alcohol Tests—type, results and by whom given \_\_\_\_\_

(16) TRAFFIC CONTROL (Check one) (1) 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100  
 1. R. R. crossing gates 2. R. R. automatic signal 3. Officer or watchman 4. Stop and go light 5. Stop sign or signal 6. Warning sign or signal 7. Signal obscured 8. No control present

(17) VEHICLE CONDITION (Check one or more for each vehicle) (1) 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100  
 1. Defective brakes 2. Both headlights out 3. Headlights insufficient or one out 4. Headlights glaring 5. Rear light insufficient or out 6. Other lights or reflectors deficient 7. Steering mechanism defective 8. Puncture or blowout 9. Other defects 10. No defects 11. Rain, snow, sun glare or windshield 12. Windshield otherwise obscured 13. Vision obscured by load 14. Trees, cross, etc 15. Hillcrest 16. Building 17. Parked cars 18. Wrong cars

(18) KIND OF LOCALITY (Check one, indicating part, or more of the area alongside the street or road for 350 ft. near accident was: (1) 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100  
 1. Manufacturing or industrial 2. Shopping or business 3. Residential district 4. School or playground 5. Open area 6. Specify other

(19) ROAD CHARACTER (Check one for each vehicle) (1) 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100  
 1. Straight road 2. Sharp curve or left 3. Other curve 4. Level road 5. Up grade 6. Hillcrest 7. Down grade

(20) ROAD SURFACE (Check one) (1) 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100  
 1. Concrete 2. Asphalt (sheet) 3. Asphaltic concrete 4. Oiled gravel 5. Unpaved 6. Specify other

(21) ROAD CONDITIONS (Explain fully in remarks) (1) 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100  
 1. Dry 2. Wet 3. Slippery 4. Snowy 5. Ice 6. Was road under construction or repair? Yes No  
 1. Road obstruction not lighted (night) 2. Road obstruction not lighted (day) 3. Road obstructed previous accident 4. Loose material on surface 5. Holes 6. Direct or shoulder bridge 7. Narrow defects 8. Other defects

(22) ROAD WIDTH AND LANES (Check one or more) (1) 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100  
 1. Width of pavement or road surface for vehicular traffic, excl. shoulders ft. 2. Additional width of shoulders ft. 3. Total number of traffic lanes Were lanes marked? Yes No  
 4. Were opposing traffic lanes separated? Yes No If, what?

(23) TYPE OF COLLISION (1) 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100  
 1. Head on 2. Side swipe—head on 3. Broadside or right angle 4. Rear end 5. Sideswipe rear end 6. Non-collision

FORM CHP 110

**TRAFFIC ACCIDENT REPORT**  
**INTERVIEW AND INVESTIGATION**  
**SUMMARY**

ACCIDENT NUMBER .....

Give description of accident scene, factual data, statements, and officer's opinions, conclusions, and recommendations below:

(27)

PHOTOS BY CHP		PHOTOS BY		ADDRESS	
NOTIFIED OF ACCIDENT—DATE	TIME	INVESTIGATION TIME	TOTAL TIME	REPORTS AT STATION	TOTAL TIME
BY WHOM		FROM	TO	FROM	TO
INVESTIGATED		REPORT		APPROVED	
BY	OFFICER(S)	TYPED	BY	BY	SUPERVISOR

FORM 11. Interview and Investigation Summary (Attachment to Vehicle Accident Report).

you gather is completely and correctly transferred to the "Vehicle Accident Report." Each report form and all required copies must be legible, accurate, complete, and free from contradictory statements.



Legislation and departmental policy should indicate to you the type of accidents to be reported on this form. Ordinarily, the form is used on motor vehicle traffic accidents. Departmental policy also should indicate the manner by which the accident data are noted at the scene and the subsequent procedure as to the time, place, and manner of transcribing these data to the accident report form.

For the purpose of discussing the report form itself, it will be assumed that you have made a thorough investigation of the accident, recorded the essential information in your notes, and that you now are ready to transfer the data to your report form.

While it may appear that a large quantity of information is sought by the form, much of it can be provided by merely checking certain items appearing on the form. For the most part, the type of information desired is self explanatory. The following discussion is for the purpose of clarifying the various sections for you, creating uniformity in recording available data, and emphasizing those sections which are of primary importance to the traffic control program.

Numbers of the following sections will correspond to the type-written numbers on the illustrated form.

### **Arrest or Citation Number (1)**

If you have made any arrests or issued citations, space in the upper left-hand corner is provided for recording the arrest or citation number, which vehicle was driven by the cited or arrested driver, and the charge or charges brought.

### **Reporting Department (2)**

The illustrated form assumes that state law or departmental policy requires reporting to an over-all state agency. If such is the case, give the name of your city, county, township, and division.

### **Case Number (3)**

Space is provided in the upper right-hand corner for recording the case number under "Local No." The "State No." will be recorded by the state agency to which a copy of your report is submitted.



**Location and Date (4)**

***Urban or City Accidents.*** The location is either "at an intersection" or "not at an intersection." Check the appropriate space to indicate which is the case.

If the accident is "at an intersection," you should check the first space, place the name of the street coming first alphabetically on the line after the words, "accident occurred on," and then the name of the other intersecting street on the line following the words, "at intersection with." Thus, "accident occurred on Maple Street at intersection with Word Avenue." If more than two streets intersect at the place, use the name of the two coming first alphabetically. Thus, if the accident occurred at the intersection of Froam Street, Selma Avenue, and Talbot Lane, your entry would read, "accident occurred on Froam Street at the intersection with Selma Avenue."

In cases where the accident occurs between intersections, you should check the space "not at intersection" and indicate the exact location by distance from an intersection or by the street or house number. A typical example is: "accident occurred on North Elm Avenue, 200 feet south of Cameron Road."

***Rural Accidents.*** Generally, the above instructions will apply in rural accidents. In certain rural areas, however, it is difficult to give an actual location because of absence of fixed location points or because distances are much greater from fixed location points.

In a rural accident occurring at a road intersection, your entry might be "accident occurred in Sutter County, Rusk Township, 4.6 miles east of Roarkville city limits, on U.S. No. 40 at intersection with Farm Road No. 36."

In locating the rural accident not at a road intersection, your entry could be "accident occurred in Sutter County, Rusk Township, 5.4 miles south of Roarkville on Farm Road 40, 175 feet north of Deer Lodge."

It is extremely important that you define the exact location of the accident in terms understandable by records division personnel. In the examples given, it would be possible for officer personnel to locate the accident exactly on spot maps and to file the re-

port correctly in the location file. In addition, it is possible for engineers or enforcement personnel to find and study the exact location of the accident. In some rural areas accidents may be located by reference to mile posts, bridge numbers, telephone post numbers, highway section numbers, etc.

### **Time of Accident (5)**

Indicate as closely as possible the exact time of the accident. In the traffic control program much stress is placed upon this element. It is important to indicate the month of the year by spelling instead of numbers to eliminate mistakes. It also is important that all items be noted—day of the week, month, day of month, year, and hour of the day—as all are used in the control program.

### **Motor Vehicle Involved With (6)**

In this section you should indicate what was struck by the motor vehicle. Was it another motor vehicle? Or was it a fixed object? It is highly important in the control plan to know just exactly what was involved in the accident. You should be guided by official departmental definitions and terminology. That is, what is a motor vehicle accident? What is meant by non-collision, etc?

### **Vehicles (7)**

Note that provisions have been made on the form for reporting vital information on two vehicles involved. Use an additional report form if three or more vehicles are involved. Be sure to give the driver's full name. Check the spelling of the name both verbally and with the driver's license or other forms of identification. If your report is handwritten, print all names carefully. These provisions also apply to all other places on the report where names are called for. It is important that persons be identified completely, particularly for the driver record and name file. If you write the name R. Jones, there may be another "R. Jones." On the other hand, if you write James Robert Jones the possibility of correct identification on the record is much greater. The items calling for address, beat, phone, nationality, race, age, sex, driving experience, driver's license number, and type of driver's license must be filled

out correctly, as they, too, help identify persons involved and supply important material for use in the control program.

Be careful in recording all information necessary to identify the vehicle, owner, damage, estimated speed, etc. This information is valuable both in the control program and in determining traffic law violations.

Do not hesitate to estimate the speed of vehicles both before and after the danger was sighted. Positive knowledge is not necessary for statistical purposes, but you should make your estimates as carefully as possible, taking into consideration physical evidence and statements of drivers and witnesses. "Lawful speed" means in most cases the stated speed limit applicable.

### **Damage to Property Other Than Vehicles (8)**

If damage was incurred to property other than the vehicles involved, name the object, show its ownership, and state the nature and amount of damage.

### **Injured (9)**

List the total number of persons injured or killed. Give the full name, address, and nature of injuries and other identifying information relating to each person injured. If more than two persons are injured, use an additional report form.

### **Witnesses (10)**

Record the full name, address, and phone number of each witness and state exactly where he was at the time the accident occurred.

### **Pedestrian (11)**

Report all items in this section accurately and completely when a pedestrian is involved in the accident. This material is needed for specific pedestrian control planning.

### **What Drivers Were Doing (12)**

Here the desired information is what the drivers were doing before danger was sighted—before danger arose—before their actions or courses were changed by other circumstances. For example,

if a driver was proceeding along a straight thoroughfare, not intending to turn—saw something in his path and, to avoid hitting it, turned into a side street—you should place the check mark in the box square before “going straight ahead.” The turning in this case was not the intended direction of travel. The driver originally had planned to go straight ahead.

### **What Drivers Were Doing (continued) (13)**

These specific items are similar to (12) in that they apply to actions prior to the time danger was first sighted. If a car, skidding on slippery pavement before brakes were applied, collides with another object, you should place a check mark in the box square beside “skidding.” Check these items, when applicable, in addition to items in (12).

### **Violations Indicated (14)**

Check all violations committed by the driver of each vehicle involved, even though you have not found sufficient evidence for prosecution. This information is for statistical purposes, and you should list the violation if you honestly believe it was committed and that it caused or was a contributing cause of the accident. Officers are sometimes hesitant to indicate a violation if they cannot prove it, fearing that they may be called upon in court to explain. In such cases they should merely explain that these are their opinions only and that they were indicated for statistical purposes. It is apparent that if you indicate only provable violations much information needed to formulate selective plans of education, engineering, and enforcement will be lost.

Under the spaces for “other violations” avoid the use of general terms such as reckless driving. Usually the recklessness consisted of one or more specific acts that already are listed or may be added. Avoid inserting “under the influence of alcohol” because this violation is covered later on the form. Don’t use “improper auto registration;” this type of violation does not cause accidents.

Difficulties sometimes arise over Nos. 19, 20, 21 in this list of violations. No. 20, “disregarding stop sign or signal,” means the

act of disregarding any sign or signal requiring the driver to stop before proceeding, but does not apply to a red signal in a "stop and go light," which is covered in No. 19. The distinction here is between the sign or a signal which means "stop and proceed with caution after stopping" and one which means "stop and wait for the green light before proceeding." No. 21 refers to any warning sign, including the flashing amber or "stop and go signal." If the red and green lights were not operating, and the flashing amber was being used alone, the signal was merely a warning device despite its other capabilities.

### **Condition of Driver and Pedestrian (15)**

In this section you should indicate your honest belief as to condition of persons involved as drivers or pedestrians even though you do not have sufficient evidence to prosecute. Thoroughness in the investigation, including close observation and examination, will result in a high degree of accuracy on your part. Note that space is provided for explanation of the condition of the persons involved, along with the results of alcohol tests.

### **Traffic Control (16)**

The explanation given under "violations indicated" applies here with equal force. If a stop and go light is flashing amber, the device is classified as a functioning warning signal. If it is flashing red, it is a functioning stop signal. If it is alternating from red to green, it is a functioning stop and go light. If it is not operating at all, it is non-functioning stop and go light.

### **Vehicle Condition (17)**

Record any defects of the vehicle, after careful examination of brakes, headlights, rear lights, steering mechanism, or other parts which are likely to have caused the accident if they were not functioning before the accident.

### **Vision Obscured (18)**

Obscured vision often results in accidents. A careful examination of both the vehicle and highway or street is necessary before you record any information in this section of the report.

**Kind of Locality (19)**

The "kind of locality" is indicated on the form as "manufacturing or industrial," "shopping or business," "residential district," "school or playground," "open area," or "any other type." Since it is often difficult to determine the kind of locality, make your decision on the basis of the predominating characteristic of the locality within a 300 feet radius of the accident.

**Road Character (20)**

Like the condition of the vehicles and the drivers, the "road condition" is very important in determining the cause of many accidents. Check the road as either "straight," "sharp curve," "other curve," and either "level," "up grade," "hillcrest," or "down grade."

**Road Surface (21)**

"Road Surface" means the material or materials with which the road surface is constructed. Check as "concrete," "asphalt," "asphalt concrete," "oiled gravel," "unpaved," or write in any other type of surface.

**Road Conditions (22)**

Like the "road character," "vehicle condition," and "condition of the driver," "road conditions" are very important in the traffic control program. Be careful to record all conditions that may have contributed to the accident.

**Road Width and Lanes (23)**

Indicate both the width of the pavement and the shoulders. Do not estimate; actual measurements are required. Give the total number of traffic lanes. Were the lanes marked? Were opposing traffic lanes separated? If so, by what?

**Type of Collision (24)**

If the accident is one other than pedestrian or single-vehicle accident, check it as either "head on," "side swipe—head on," "broadside or right angle," "rear end," "side swipe rear end," or "non-collision."



**Description of Accident and Circumstance Which Led to It (25)**

This section is a synopsis of the accident. Give a description of the accident and circumstances which led to it in a brief, precise way. When complete, your synopsis should form an introductory paragraph to the "Interview and Investigation Summary," the second sheet of your report.

A sample synopsis of an accident follows:

Vehicle No. 1, driven by Robert C. Adams of 2208 Arch Way, Blankville, California, IV 7-4386, traveling north on Walnut St. at 30 m.p.h., slowed to about 20 m.p.h. in passing stop sign and collided with vehicle No. 2, driven by Raymond D. Cole of 1842 South Elm, Blankville, California, GI 4-3567, traveling west on Main Street at about 30 m.p.h. Left front of vehicle No. 1 struck left rear wheel of vehicle No. 2. Driver of No. 1 stated he thought it sufficient to slow down and underestimated speed of No. 2.

**Closing Data (26)**

The "closing data" of your report include the information which is normally termed the "ending." Obtain the signatures of all drivers involved; sign your report; give your badge number; and indicate the date and time that the report was completed. The report also provides space for the signature of the superior officer who will review and approve your report.

**Interview and Investigation Summary (27)**

Complete this section of the report if your investigation reveals personal injury, hit and run, a fatality, or if prosecution for any major misdemeanor or a felony is contemplated.

Follow the same format as provided for the narrative section of the "General Preliminary Investigation Report." Depending upon the nature of the investigation, several or all of the following headings may be inserted and completed: (1) details, (2) undeveloped leads, (3) conclusions, (4) recommendations, (5) list of exhibits, and (6) diagram of the accident.

In any event, when you complete this "Interview and Investigation Summary," the "details" and "diagram of the accident" sections must be completed. Let your first paragraph of the "details" present the details of the complaint. Give your authority for



conducting the investigation in the second paragraph. Let each subsequent paragraph of the "details" represent a significant step in the investigation.

Place the diagram of the accident on the back of the "Interview and Investigation Summary" page, or add another page for this specific purpose. Draw the diagram with north at the top of the page wherever possible. The diagram may not be drawn exactly to scale, but it should give a graphic picture of what occurred. It must tie in with the description of what happened, covered earlier in your report.

## *Chapter XV*

### **PATROL SERVICE REPORTS**

**I**F YOU ARE A PATROLMAN, YOUR services are of three general types: (1) called-for services, (2) routine patrol, and (3) inspectional services. Preliminary investigation reports, previously discussed, are largely the result of called-for services. There are, however, a number of reports necessary to effective performance of routine patrol and inspectional duties. These so-called patrol service reports are the topic of discussion in this chapter.

#### **VACATION HOME REPORTS**

For example, your department may follow the progressive policy of inspecting homes left vacant while the occupants are out of town on vacation. Residents of the city recognize the value of this service, and it is valuable to your department both as a crime deterrent and as a means of establishing good public relations. Citizens become aware of this service through newspaper notices, radio and television broadcasts, and departmental publications. Many citizens report their forthcoming vacation departure by calling the department or appearing in person.

The completion of Form 12 is a responsibility of the complaint clerk. He makes an original and two copies when the information is received.

The 5"x3" cardboard form is excellent for filing and provides adequate space for: (1) date of departure of the occupant, (2) date of return, (3) the occupant's name, (4) his address, (5) who reported the vacancy, (6) the name and address of the person to notify in the event of emergency, (7) the forwarding address of the occupant, (8) the date the residence was checked by the sergeant with the beat officer, and (9) the date the occupant was interviewed by the sergeant to determine means of gaining entrance during an emergency and other information necessary to proper surveillance while the occupant is away.

## VACATION HOME REPORT

Name \_\_\_\_\_ Address \_\_\_\_\_  
Date of Departure \_\_\_\_\_ Date of Return \_\_\_\_\_  
Reported By \_\_\_\_\_  
In Emergency Notify \_\_\_\_\_  
Address \_\_\_\_\_  
Forwarding Address \_\_\_\_\_  
Date of Check \_\_\_\_\_ Date of Interview \_\_\_\_\_

FORM 12. Vacation Home Report (5"x3").

The complaint clerk sends the original to the records division where it is filed by the follow-up officer under the date of expected return. The complaint clerk then files the duplicate copies in a file at the complaint desk according to the appropriate beats on the night shifts. The file is readily available to both the complaint clerk and patrol sergeants.

If you are a beat patrolman, it is your responsibility to check the daily bulletin for vacation home assignments and record these assignments in your notebook. When you complete each inspection, record the date of the inspection, time, condition of the residence, and the time required to complete the check. Prior to the date of expected return leave a "Notice," Form 13, under the front door at the residence. Once the vacationing occupant has returned, complete Form 14, "Report of Vacation Home Inspections." Forward the report to the records division and the follow-up officer. The follow-up officer will remove the vacation home report from his file and file it permanently with your report in the records division.

**STORE REPORTS**

Store reports, such as Form 15, are also your responsibility as a patrolman. They serve a number of purposes. They facilitate periodic contacts with businessmen on your beat, assure periodic inspection of every commercial establishment in the city, and provide the residence addresses and telephone numbers of the proprietor and his assistant for emergency use.

**NOTICE**

Will you please report your return from vacation at your earliest convenience, so we may discontinue surveillance.

**POLICE DEPARTMENT**

**OFFICER**.....#.....

**Phone THornwall 5-8000**

314-812

FORM 13. Vacation Home Notice (5"x3").

Headquarters will notify you when commercial buildings are newly occupied on your beat. Contact the manager of the establishment. Get the name of the store; the address; the manager's full name, home address, and home phone number; and the same information from the assistant manager. Record this in your field notebook.

Request of the manager that you be allowed to make a tour of the building to inspect and record security information. Inspect the adequacy of the locks on all doors, the security of the roof entrance, the location and security provided for the safe, the burglar alarm and other security system used. Ask such questions as: Can I reach all entries without climbing fences? Is your back yard lighted at night? Are blinds and shades raised to facilitate my seeing into the building at night? Do you employ a night watchman or utilize the services of a private patrol? What precautions do you take against holdups?

After completing the contact and inspection, offer suggestions as to added security for the establishment. Prepare a "Store Report," being careful to summarize the results of the inspection and your suggestions on the back of the form.



Store reports are filed according to street number under the names of the streets arranged alphabetically. The store file is kept in a location convenient to the dispatcher in order that he may use information regarding the proprietor or his assistants in case of emergency, regardless of the hour.

From time to time you will receive groups of Store Reports. When you do, it is your responsibility again to contact the managers of the establishments and conduct inspections. If changes have been made in the management of the stores or in security conditions, make new Store Reports.

_____	_____
(NAME OF STORE)	(ADDRESS)
Mgr. _____	Home Phone _____
Home address _____	
Ass't. _____	Home Phone _____
Home address _____	
Date: _____	By _____
_____	_____
_____	_____
314-630	

FORM 15. Store Report (5"x3").

### SECURITY CONDITIONS REPORTS

As a matter of routine, you should conduct conscientious and thorough inspections of all commercial establishments during the hours when the places are closed to the public. Check front, rear, and side doors and windows. Look for defective locks and safe, and for alley and store lights that are out. Be alert for open doors, transoms, and skylights, and keys left in doors.

When you find any of these conditions, help to build good public relations and eliminate crime opportunities by completing a "Security Condition Report," Form 16. Simply record the name

and address of the firm and the date and time of your report. Check the improper security condition on the form and sign the report, giving your badge number.

Attempt to correct the improper security condition, if possible, and leave your report under the front door so that it will be noticed when the place is opened for business.

This same kind of service also can be rendered for the negligent motorist who leaves his auto unlocked or keys in the ignition. In these cases complete the "Invitation to Thieves Report," Form 17, and leave it under the windshield wiper or face-up on the driver's side of the front seat.

**SPECIAL SERVICE REPORTS**

While on routine patrol you will observe many other reportable conditions that are of interest to other police units, other city departments, and private utility companies. This kind of condition calls for the completion of a "Special Service Report," Form 18. When properly filled in, the report serves as a reminder that you should be alert for any of the conditions listed on the form and assures notice to the interested agencies.

When you as a patrolman discover any irregularity listed on

Business.....Date.....

Address.....Time.....

While patrolling his district the officer found the following conditions, as checked, to exist at your place of business:

<input type="checkbox"/> Front door unlocked	<input type="checkbox"/> Safe light out
<input type="checkbox"/> Rear door unlocked	<input type="checkbox"/> Alley light out
<input type="checkbox"/> Side door unlocked	<input type="checkbox"/> Store light out
<input type="checkbox"/> Rear window open	<input type="checkbox"/> Skylight open
<input type="checkbox"/> Side window open	<input type="checkbox"/> Transom open
<input type="checkbox"/> Defective lock at .....	<input type="checkbox"/> Keys left in door

Miscellaneous.....

Your attention will be appreciated.

**POLICE DEPARTMENT**

By Officer.....No.

314-325

FORM 16. Security Condition Report (5"x3").



the Special Service Report, fill in the report and take the necessary immediate action. If you observe the condition during business hours, you may be able to notify the agency. Later the clerk will check the condition indicated on the report. List the pertinent information, note the action he has taken, and send your report to the records division at the end of his tour of duty. A clerk on the day shift in the records division will telephone the information to the proper agency and place the report in a file under your name.

When you have reported a condition on the Special Service Report, you also have completed your obligation in the matter. Any further follow-up may result in friction between your department and the department or agency concerned.

<p>An UNLOCKED AUTO is an</p> <p><b><i>Invitation to Thieves</i></b></p> <p><b><u>REGARDLESS OF LOCATION PARKED</u></b></p> <p>We solicit your cooperation in keeping the ignition and doors of your auto locked at all times that the car is parked.</p> <p>THANK YOU, POLICE DEPARTMENT,</p> <p>By _____, Officer No. _____</p> <p>314.720</p>
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FORM 17. Invitation to Thieves Report (5"x3").

### FIELD INTERROGATION REPORTS<sup>1</sup>

In the course of your patrol activity you also will find reason for completing the "Field Interrogation Report," Form 19. A field interrogation is just what the words imply; a conversation held in the area where you first encounter a subject. It is an attempt to learn the identity of the subject, his business in the area, and his

<sup>1</sup>Information on this topic was adapted from Allen P. Birstow: *Field Interrogation*, Springfield, Charles C Thomas, Publisher, 1958, with consent of the publisher.

possible connection with any criminal activities. Reporting interrogations is a vital part of your routine patrol activity.

Field interrogations enable you to learn about the persons living in your district who have criminal records or tendencies. Conversely, field interrogations give you an opportunity to meet local residents and businessmen, develop informants, and create favorable public relations situations. Frequent stopping and questioning of suspicious persons tends to reduce the crime rate in your district. Word will travel quickly by the criminal grape vine that your area is being well patrolled. Criminals rarely frequent areas where they are continuously stopped for interrogation, and tend not to choose these districts for criminal activity. The third and most important purpose of your field interrogation is to record the presence of the subject in your district at a particular time and place. This information may be utilized when a crime is later discovered in the district. The development of an adequate reporting system for field interrogations often bridges the communications gap between detective and patrol personnel.

After you have satisfied yourself as to the identity and purpose of a subject whom you have contacted in the field, you should take

SPECIAL SERVICE REPORT

Beat No. \_\_\_\_\_ Date \_\_\_\_\_ Hour \_\_\_\_\_ Officer \_\_\_\_\_  
Location \_\_\_\_\_ Date \_\_\_\_\_ Hour \_\_\_\_\_

To RECORDS DIVISION:

Reporting Officer requests that you notify the proper agency of condition indicated below \_\_\_\_\_.

Reporting Officer reports that agency was notified of condition indicated below \_\_\_\_\_.

Name of Department or Agency \_\_\_\_\_

Nature of Condition \_\_\_\_\_

Person Responsible \_\_\_\_\_

Action Taken By Beat Officer \_\_\_\_\_

Information on Vehicle Involved:

License No. \_\_\_\_\_ Owner \_\_\_\_\_ Address \_\_\_\_\_

Driver \_\_\_\_\_ Dr. Lic. No. \_\_\_\_\_ Address \_\_\_\_\_

Telephone Notice to \_\_\_\_\_ Records Clerk \_\_\_\_\_ Date \_\_\_\_\_ Hour \_\_\_\_\_

Date		Blankville Police Department Field Interrogation Report			Time	
Last Name First (print)					Phone	
Address						
Location						
Race	Age	Weight	Height	Date of Birth	Place of Birth.	
Compl.	Eyes	Hair	Operator's No.	Social Security No.		
Description of Dress						
Make of Car		License No.		Type	Color	

FORM 19. Field Interrogation Report (5"x3") (Front).

care in reporting the interrogation to satisfy the final objective of your actions.

### Objectives of Field Interrogation Reports

Notes regarding a contact in the field are of little value when they remain in your notebook. Detective and other follow-up officers as well as fellow patrolmen have no access to notes tucked away in your locker. Furthermore, others are not likely to learn of the existence of these notes unless you enter the contact in your log sheet.

For a program of patrol field interrogation to be really effective, a systematic method of recording each contact must be instituted. This record system must be available to detectives, follow-up officers, administrators, and other patrolmen if it is to achieve maximum effectiveness.

Establishing a field interrogation recording system insures that each patrolman will gather the same information for each subject and omit nothing of importance.

### The Report Design

The foundation of a records system for field interrogation lies in the adoption of a standardized report form. Devising such a form, and making it an official departmental report, have the psy-

Companions

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R. C. D. Check

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Disposition

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Officer \_\_\_\_\_

FORM 19. Field Interrogation Report (Reverse).

chological advantage of impressing patrolmen that the department not only favors and encourages field interrogations, but also requires them. Because such a form is an official report, signed by the patrolman, it tends to prevent the practice of "padding" patrol logs by officers with fictitious field interrogations.

**Form of the Report.** The field interrogation report as presented in this manual is printed on a 3" by 5" cardboard card, both sides. This size is used because it will fit conveniently in your notebook, is more easily handled in the field, and is readily adaptable to filing. Cardboard or heavy paper is durable and facilitates writing under field conditions. Both sides of the card have well marked "fill-in" spaces for the necessary information to insure uniformity.

**Contents of the Form.** The information regarding the subject that you should note on the card includes: (1) name, (2) address and telephone number, (3) physical description, (4) age and date of birth, and (5) a description of his clothing. When the subject has no middle name, use his mother's maiden name as an aid in filing.

Information that you record regarding the location should include the time, day of week, and date. In addition to listing the intersection or address of the interrogation, the census tract or grid division of occurrence should be listed for later evaluation. If the location is connected with a possible or potential victim or

area of criminal activity, this should also be listed, for instance: "6th and Elm, Garfield School," or "826 Short St., Frank's Liquor Store."

When an automobile is involved in the field interrogation, you should describe it by: (1) make and year, (2) license number, (3) style, and (4) color. Any companions found with the subject should be listed in the appropriate space, but the main subject on the card should be the driver, when a group is found in a car. It is also wise to list the seating location of the subject's companions in the automobile for future reference.

Supplementary information that you should list includes: (1) any identification number found on the subject's documents; (2) any serial numbers found on property carried by the subject; (3) results of a record check, if made; and (4) your reason for interrogating the subject. Sign the card before you assume it is complete.

### **Making Entries on the Report Form**

All entries should be made in ink; and, for this purpose, a fountain pen is most successful. Fill out each space; or, when a space does not apply, line it out to prevent any possible omissions. Do not rely on various pieces of identification for information as to the subject's physical description; they are often inaccurate. Make the entries on the basis of your own observations and judgment.

***Special Entries.*** List the amount and denominations of money carried by the subject and the mileage of the automobile he is driving. Any companions should be listed as completely as space permits.

***Mollifying Irate Subjects.*** The best technique in field interrogation reporting is never to permit the subject to know that a report is being made. The card may be concealed in your notebook, and the subject may be told that you always keep personal notes on each person with whom you talk. This statement tends to explain to the subject the reason for your taking the notes. When possible, your partner should distract the subject or keep him at a distance to prevent his learning that a report is being written.

The subject may, however, learn that you are writing the report; and, if so, he must be assured that the field interrogation report is not a criminal record, is not an indication of arrest, and will be held in strict confidence by the department. However, in your attempt to prevent such situations, you should not adopt the policy of writing the field interrogation card at a later time on the basis of your notes; this practice invites omissions.

### The Filing System

At the end of your tour of duty you should make a record check on any subjects or companions listed in the field interrogation report when the check was not made in the field. Any further information thus found should be listed on the card. If you feel strongly that the subject is a sex offender, pervert, burglary suspect, or narcotics user, or you find that he is mentally unstable, identify the card with an appropriately colored tab along its upper edge. Place the card in the incoming report bin for processing.

**Supplementary File Cards.** A file clerk examines the card and prepares any supplementary file cards that are necessary. Six supplementary file cards are developed to separate the most indexable information found on the card. A different color is used for these supplementary cards as well as the original field interrogation card, and the color scheme is changed annually so that the filing system may be cleared. Cards are kept no longer than one year; thus on Jan. 1, 1960, all cards for the calendar year, 1958, are removed from the files.

Supplementary file cards are of great value to the detective division in obtaining leads and suspects for crimes. The cards in this file are indexed by census tract, map grid district, or other geographical divisions. When a crime has occurred in a district, the detective may gain a valuable lead by learning who has been the subject of a field interrogation in that area recently.

Date and time files may be used in the same way by detectives. When a crime sequence or criminal's modus operandi indicates a time or date pattern, the detectives may learn which subjects were in circulation on the dates and times indicated. The time file is in-



dexed by hour and contains 24 divisions—1:00 P.M. to 1:59 P.M., 2:00 P.M. to 2:59 P.M., etc. Date files are indexed numerically by the day of the year—i.e., 265, 266, 267, etc.

Two supplementary auto files list a vehicle by color and style. These files are of great value in cases involving sex offenders, as well as in all other crimes where an automobile is involved. Witnesses are usually correct as to the color and style of an automobile, but they are notoriously unreliable when describing year, make, or license number. The color file is indexed by major automobile colors, while the style file is indexed by body type and number of doors—i.e., sedans (2 door), sedans (4 door), coupes, pick-up trucks, etc.

A companion file is of most use to detectives when interrogating an arrested suspect. These records provide a valuable list of the suspect's prior social or criminal companions, who may also be the suspect's crime partners at present. The file is alphabetically indexed.

After the clerk completes entries on the supplementary cards they are indexed and filed. Your original field interrogation card is filed alphabetically in a master file. The color tag system permits special types of subjects to be located quickly.



## Chapter XVI

### THE SUPPLEMENTARY PROGRESS REPORT

**I**N OUR DISCUSSION OF THE PRELIMINARY investigation we placed emphasis upon the fact that most cases should be assigned, in their initial stages, to beat patrolmen. It is well to note, however, that certain cases may be assigned directly to specialized divisions. Regardless of the division to which the preliminary investigation is assigned, it is the responsibility of the officer who conducts an initial investigation in the case to complete one of the various kinds of preliminary investigation report forms. If the case is one of a minor nature or one completed in its entirety by the officer or officers first assigned, the preliminary report may terminate the reporting of the investigation.

All officers who do any work or have any information on a case are obligated to report any information which they possess. If the work done or the information received is subsequent to the making of the preliminary report, the information should be reported on a supplementary investigation form, Form 20. Also, if officers other than those assigned do any work on a case, they, too, should complete a supplementary report form.

The reporting of supplementary information actually calls for two types of supplementary reports; *progress* and *closing* reports. Our discussion in this chapter deals with the progress report, but the same form may be used for either kind.

The progress supplementary report arises from the fact that many cases are prolonged. Some may be terminated in a few weeks, others not for months or even years. In these situations, your department must be appraised of the progress of the case so long as it remains pending. Many progressive agencies solve the problem by keeping close check on all cases through the activities of a follow-up officer who exercises staff supervision over the reporting activities of officers in the field. Under this plan, rules and regu-

lations require that progress reports shall be submitted at fixed intervals unless actual developments in the case require earlier reporting. These progress reports serve the added purpose of setting forth undeveloped leads which will be investigated by men assigned to clear varied facts of the case.

BLANKVILLE POLICE DEPARTMENT  
SUPPLEMENTARY INVESTIGATION  
REPORT

CASE NO. (1) \_\_\_\_\_

OFFENSE (2) \_\_\_\_\_ DATE AND TIME COMMITTED (3) \_\_\_\_\_

NAME OF VICTIM (4) \_\_\_\_\_ ADDRESS \_\_\_\_\_

COMPLAINANT (5) \_\_\_\_\_ ADDRESS \_\_\_\_\_

(6)

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SYNOPSIS: (7)

DETAILS: (8)

Undeveloped Leads: (9)

Conclusions: (10)

Recommendations: (11)

List of Exhibits: (12)

DISTRIBUTION:  
 ORIGINAL - RECORDS DIVISION  
 C.C. - DET. DIVISION  
 C.C. - DIST. ATTY. OFFICE

PERIOD OF INVESTIGATION \_\_\_\_\_  
 STATUS \_\_\_\_\_  
 DATE \_\_\_\_\_ TIME \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_

(USE BOTH SIDES OF PAPER IF NEEDED)

On the other hand, a closing or prosecution report is one of a slightly different nature; it becomes necessary only when the case is concluded. One person, usually the detective who originally was assigned to the case, must assume the responsibility of summarizing, analyzing, and bringing the loose ends of the investigation together into a composite picture. Generally, the closing report will be the final one, but submission of it does not preclude reopening the case when additional information is received. This report is discussed in detail in Chapter 18 of this manual.

### **NATURE OF THE PROGRESS REPORT**

The title of the supplementary progress report is highly indicative of its nature. When you write a supplementary progress report, the case sheet and preliminary investigation reports have been made or will be completed. The incident has not only been reported, but the modus operandi of the criminal usually has been determined. Any facts in your report are supplementary to the basic ones which have been established. So, if you have information to give, state it briefly, concisely, accurately, and fairly. You can best do this in a narrative way, reporting your findings in the same order in which you discover them.

### **THE REPORT DESIGN**

The nature of the report naturally influences its size and content. The illustrated form presented as Form 20 is adequate. In completing this form you are merely adding another part to the entire case picture. Later your progress report will be filed in the records division along with the case sheet and the preliminary report. For this reason the progress report is 8½" x 11" to correspond conveniently with others in the same file. You will also note that the illustrated form contains a printed heading. This kind has advantages when compared with a blank sheet. It is easily identified once it reaches the records division, which makes for fewer errors in filing and use.

A complete supplementary progress report has three parts: heading, body, and ending.

The first part, or heading, is designed to present helpful ad-

ministrative data and includes the case number, the offense, date and time the offense was committed, victim, complaint, and a salutation. It is through this identifying information that the necessary processing is facilitated in the records division.

The principal content of your report is in the body. Here, in narrative form, you tell everything you did and learned about the case which you and others have not previously reported.

The ending of the report is its closing administrative data. It includes the date and hour you completed the writing, status of the case, the period of investigation, your signature, and the distribution of the various copies.

### **Specific Content of the Heading**

**Case Number (1).** The case number is the same number that appears on the daily bulletin, case sheet, and preliminary investigation report. Take it from any of the above sources.

**Offense (2).** The "offense" is the classification of the crime. It should correspond with the crime classification as recorded on the case sheet and preliminary report. State the specific nature of the crime; follow with the applicable section of the penal or other code. When you are reporting two or more offenses in the same report, the most serious of the crimes will determine the classification and the offense which you report on the form.

**Date and Time Committed (3).** The date in the heading of your report is that date on which the complaint was received, the date which appears in the Daily Bulletin. Don't confuse it with the date of the report which comes later. Write the date in one of the following ways: "1/10/60," "1-10-60," or "Jan. 10, 1960." Record the time on the same line.

**Victim, Address and Phone Number (4).** This part of the supplementary progress report refers to those individuals listed as "victims" in the preliminary report. If additional victims or aliases are uncovered in your supplementary investigation, insert the word "correction" on the "victim" line. This aids persons who later will review the case and the records division personnel. Explain the correction in the "details" section of your report.

Capitalize the full name of the victim as follows: "GEORGE

D. JONES." Give his complete address including house number, street, city and state. Include home and business telephone numbers, if they are available. It is correct to list the names, addresses, and aliases of all persons who are the victims of the crime, or you may list the name of the principal victim and follow it with the word "et al." If the victim has several aliases, all of them should have been presented in the preliminary report; in your supplementary progress report follow the victim's name with the words "and aliases." You may later refer to the victim in the details of the report as "Victim" or give his last name in capital letters. When you are unable to identify the victim, you should write the word "UNKNOWN" and follow with some identifying information including the nature of the crime and location of it—for example, "UNKNOWN, WMA, victim of armed robbery at 3418 Marfa Drive, Jan. 3, 1960."

**Complainant and Address (5).** Record the full name and address of the complainant. Remember that he may be a person other than the victim.

**Salutation (6).** Since it is understood that your progress report is directed to the chief of police, usually no salutation is necessary. However, if you wish to call the attention of some officer to your report, you should include a salutation as follows: "Attention Officer ———." The officer to whom your report is directed should later insert his initials immediately following his name. When this is done, all persons concerned will know that he received and read your report.

### Specific Content of the Body

The body of the progress report may contain the following headings: synopsis, details, undeveloped leads, conclusions, recommendations, and list of exhibits.

Don't be confused by the fact that preliminary reports may contain many of these same headings. Headings are used in investigation reports in the interest of completeness and accuracy. Use them if and when you need them.

**Synopsis (7).** Note that space is provided on the title page for a synopsis. This should be a single paragraph, written in narrative

style, which sums up the details of your report, indicates the investigative steps thus far accomplished, and the result you have obtained. In fact, the synopsis is the essence of your whole report. A complete synopsis also will include the value of stolen or damaged property; the perpetrator's name, if known; and the name and address of the victim. Following is an example of a synopsis in a report of a burglary:

Investigation reveals that on June 24, 1960, *ROBERT R. SMITH*<sup>1</sup> entered the *GENERAL HARDWARE COMPANY* at 3387 Marlow St., and took three rifles and two shotguns. On July 9, he was apprehended at his home, 318 Maple Way, Blankville, California. Smith presently is in custody in the Blank County Jail.

Value of property stolen: \$780.

Value of property recovered: \$780.

You should be warned: writing a good synopsis is not easy. It requires practice. Yet, since it offers the reviewing officer a "bird's eye view" of all of your findings, your time is well spent. A suggested procedure for writing an acceptable synopsis involves careful reading of your field notes and listing certain sentences which seem to summarize various phases of the investigation. After this, a number of revisions may be necessary before the essence of your investigation is set forth. But once you accomplish a proper synopsis, it becomes an excellent guide to any person who may review the investigation or write a closing report. A good synopsis facilitates subsequent reference and filing of the case.

**Details (8).** The "Details" section of the supplementary progress report is the same as the "Details" section of the preliminary investigation report. Present a step-by-step narrative of the work you did in the case. If your details section is complete, it will answer the questions essential to the investigation: Who? What? When? How? and (probably) Why? As with the heading and synopsis, you may complete the details on the title page. On the other hand, if your report is lengthy, you may continue on the reverse side of the title page. If additional paper is required for completion, just add pages.

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<sup>1</sup>Capitalization is used in entering the name of the subject and the victim to facilitate work in the records division.



Like the details section of the preliminary report, your first paragraph should contain the basis for the investigation. The second paragraph will cover your authority for the investigation. Each subsequent paragraph should represent a separate investigative step that you took. Number your paragraphs and pages accurately to provide for subsequent reference to particular pages and paragraphs. Follow the basic principals of accuracy, completeness, brevity, conciseness, fairness, and form. Parenthetical reference should be made to all exhibits which support the details of your report.

The following rules are applicable to the "Details" section of both progress and preliminary investigation reports:

1. Capitalize all firm names and the name of any person when the name is first mentioned in the details of the report.
2. Any subsequent reference to the name of a person may be done by use of the last name only.
3. When subsequent reference is made to a firm name, it is sufficient to refer to it by a short name.
4. When referring to a person who is unknown, make the reference as "UNKNOWN, white male," or UNKNOWN, WM" etc.
5. Precede all women's names with MISS or MRS.
6. Be very specific when recording time and dates. Example: 9:00 A.M. 1-24-60 (Mon.)
7. When information is obtained from a particular person, set this information out in a separate paragraph. Be careful to give the full name, title, and address of the person.
8. Preserve the secrecy of identity of a confidential informant. For example, refer to the person as "I-1," or "I-2" etc. Do not reveal identity by including address, occupation, or any other identifying data.
9. When juveniles are interviewed, indicate in the report that consent of the parents was obtained. An additional statement as to the competency of the child is advisable.
10. If you take a statement from a suspect, take it word for word. Include information as to the place where the statement was taken and the present location of the statement.
11. Statements of witnesses may be recorded in the details section in substance, but you should give the exact location of the true statement.
12. When mentioning an important record in the details of the report, include the name of the person who revealed the record, the title of the record, and the location, date, and content. If you preserved the record as evidence in the case, give the name of the custodian of the



record and information regarding the need for a subpoena to obtain it.

13. Be specific and detailed in presenting descriptions of person and property. (See Appendix C for a detailed explanation of property descriptions)

14. Specific details relating to time, place, and identification should be given in relation to all facts discovered in the investigation and presented in the details of the report.

***Undeveloped Leads (9).*** An undeveloped lead is an uncontacted source of information which appears necessary to bring your case to a logical conclusion. This part of your report is especially helpful to other officers who may work on the case later. Undeveloped leads may exist because you didn't have time to investigate further or were unable for other reasons to develop the sources to the fullest extent, but you must set them out to indicate to the reviewer that you are cognizant of them and have given consideration to them. Upon reviewing the report, your commanding officer may wish to make additional assignments to other officers, requesting that they follow up on the leads indicated in your report. A request of this kind may describe the character of the lead, the type of information desired, and the name and address of the source of information. For this reason the information you present must be specific, indicating exactly what information may be expected from the lead and where to find it. Any investigator should be able to follow your suggestions from the information presented in the "Undeveloped Leads" section of your report.

Here is an example of an "undeveloped leads" section of a report:

Further investigation should involve location and interviewing Richard A. Roe, 3842 Armond Drive, GL 5-3471. Samuel Howe's statement (paragraph 4) indicates that Richard Roe is an associate of the suspect and probably was with him on the night the crime was committed.

Samuel Howe's statement (paragraph 4) further indicates that Mary Coe, 2478 Lake Drive, GI-3432, is a girl friend of the suspect. Suspect is likely to contact Miss Coe at her apartment and possibly could be apprehended there.

***Conclusions (10).*** The "Conclusions" section is a controversial one. Some agencies require it. Others forbid expression of opinion

in any part of the report. In this manual we recommend that you include a "Conclusions" section unless your department forbids it. When you have conducted a thorough investigation, you should be qualified and privileged to say what you think about it. Your opinions may prove extremely valuable to others who must continue the investigation or make important decisions regarding prosecution. You may want to express opinion as to the reliability of witnesses, how certain physical evidence may prove valuable in prosecution, weaknesses in the evidence as presented, or the type of investigative technique which may produce additional information. Just one warning, when you state your conclusions, be careful to restate or summarize the facts upon which your opinions are based. Otherwise, your opinions may be ignored or carry very little weight. The following sample statements, with actual names excluded, are excerpts from the conclusions section of a supplementary progress report:

Investigating officers are of the opinion that the statement of Richard Roe (paragraph 6) is not entirely reliable. Mr. Roe and the suspect were business partners from September of 1948 until January of 1957. Investigation further reveals that suspect continues to maintain an interest in the General Hardware Company, owned and managed by Richard Roe. If the suspect were convicted under the present charge, Richard Roe believes that the suspect would withdraw his investment in the firm and the business would ultimately be dissolved.

Investigating officers are of the opinion that a detailed audit of the books of the General Hardware Company would reveal the suspect's actual investment in the firm.

**Recommendations (11).** Recommendations logically follow conclusions, for the latter section establishes a basis upon which valid recommendations can be made. Usually, your recommendations should relate to the disposition of the case. You may recommend prosecution, closing the case, further investigation, or offer other suggestions regarding remedial action which may be taken. Contrary to the policies of some police agencies, this kind of information is necessary to good police work and effective reporting. Another word of caution is offered, however. You must understand that both conclusions and recommendations must be given

with the realization that they may be accepted or rejected at the discretion of the officer who reviews your report.

The following statement was taken from the recommendations section of a progress report:

Investigating officers recommend further investigation. Undeveloped leads, indicated earlier, must be followed. The neighborhood should be canvassed with a view to locating a witness or witnesses who can place the suspect at the scene of the crime.

**List of Exhibits (12).** Although a "list of exhibits" takes on a more specific meaning in a prosecution report, your attention is called to the fact that a progress report can be made more meaningful to a reviewing officer if you include this kind of information. When you provide a list of exhibits in the progress report, it means that those who review the case will have an opportunity to take a first-hand look at important evidence that you have gathered or will be told where it is located.

Since original evidence must be kept secure, your actual inclosures should include only evidence that can be copied, photographed, or photostated. Number each copy in its lower right-hand corner and attach it directly to this report. Give each exhibit a separate letter, describe it, and tell how it applies to a particular paragraph in the details of the report. Further information should explain where the original evidence is located. Examples are as follows:

*Exhibit A:* Copy of criminal record of John Doe (paragraph 6) is attached.

*Exhibit B:* Copy of a sketch of the crime scene (paragraph 7) is attached. Original copy in custody of the evidence clerk.

### **Specific Content of the Ending**

As mentioned earlier, the title page of your report provides for ending information at the bottom. Like the heading, the ending furnishes valuable administrative data. In addition, it fixes responsibility for the report.

**Period of Investigation (13).** The "period of investigation" means the actual time you used in the investigation. It also includes all the time you consumed in writing the report. For example, "Feb.1,3-7," means that the investigation started on Feb-

ruary 1, was conducted on February 3,4,5,6, and the report and/or investigation was completed on the 7th.

**Status (14).** Status of the case refers to its condition in relation to the department. All cases must be classified as either "Pending" or "Closed." Close the case when the suspect dies, your investigation is complete, or when you receive specific orders from your superior officer to close it. Classify all other cases as "Pending."

**Date and Time (15).** The date of the report means the actual date your report was made. If you wrote the report on more than one day, the date of completion is the day you should record. If you dictated the contents of the report, you should record the date of the dictation. The date and time should include the day of the month, year, day of the week, and the hour. You may write the date and time in either of the following ways: "1/15/60 (Tues.), 7:30 P.M.," "1-15-60, (Tues.) 7:30 P.M.," or "Jan. 15, 1960 (Tues.), 7:30 P.M."

**Report Made By (16).** Sign your name on the "signature" line. This fixes responsibility for the content of the report and serves to notify the prosecuting attorney as to his principal witness. Other officers who worked on the case, but were not assigned to it, should be mentioned in the body of your report.

**Distribution (17).** "Distribution" indicates the disposition of the original and all copies of the report. Check the distribution and mark your report clearly. Direct the original to the records division. Carbon copies may be distributed to the detective division and the prosecuting attorney's office, and a final copy may be retained for the files of the division where your report originated.

BLANKVILLE POLICE DEPARTMENT  
 SUPPLEMENTARY INVESTIGATION  
 REPORT

CASE NO. 187546

OFFENSE Grand Theft DATE AND TIME Feb. 8, 1959, 9:40 P.M.  
 COMMITTED  
 NAME OF VICTIM Everett L. Rex ADDRESS Tecumseh, Kansas  
 COMPLAINANT Same ADDRESS Same

## SYNOPSIS:

At 9:49 P.M., 2-8-59, reporting officers received a call to investigate a theft at Room 109, Blankville Inn. Contacted the victim, Mr. Everett L. Rex, of Route 1, Tecumseh, Kansas and Gold City Motel, 1951 West 8th Ave., City. Victim stated that he had taken a waitress by the name of "Kathy" (WFA, 23, blond hair, 5'7", 131 lbs) to the Blankville Inn in an Ace cab driven by a "George". They were to spend the night. Upon returning from the shower at approximately 9:40 P.M., the girl had left and his watch (valued at \$25) and thirteen \$20 bills (\$260) were missing. Later contacted Mary Helen Sobel at 2011 Elm St. She and two female companions accompanied reporting officers to the Gold City Motel where the victim identified Mary Helen Sobel as the girl who was with him at the Blankville Inn at the time the money and watch were taken.

Value of property stolen \$285.

## DETAILS:

(1) 10:15 A.M., 2-9-59, reporting officers contacted the local cab companies and learned that an ACE CAB, driven by ROBERT HERN, had been dispatched to the Blankville Inn to pick up a female passenger who had asked for "Bob" personally.

(2) 10:30 A.M., 2-9-59, reporting officers talked with cab driver, ROBERT HERN, at the ACE CAB COMPANY, 782 Mathis Ave. Hern related that "Kathy" made a personal call for him to go to the Inn; later when she called upon leaving the Inn, he dropped her off at 8th and Roberts Ave. He stated she paid him with a \$20 bill. He also stated that the fare was \$2.10, and she gave him a \$2.40 tip. Hern claims he does not know the girl very well but worked with her previously at HERMAN'S CLUB. He related that she might live at 20th and Elm Sts.

## DISTRIBUTION:

XORIGINAL - RECORDS DIVISION  
 XG.C. - DET. DIVISION  
 C.C. - DIST. ATTY. OFFICE

PERIOD OF INVESTIGATION Feb. 9, 1959STATUS PendingDATE 2-9-59 TIME 4:00 P.M.SIGNATURE John C. KendrickSIGNATURE Robert M. Ratchiff

(USE BOTH SIDES OF PAPER IF NEEDED)

Case #187546

Page 2

(3) 11:15 A.M., reporting officers talked with NEWELL CROWELL, bartender for Herman's Club at 1016 5th St. Crowell stated that "Kathy" tended bar from 2 P.M. to 6 P.M., 2-8-59. He also said that he did not know her last name nor where she lives. He stated that the owner of the PENGUIN CLUB at 817 4th Ave. would know where she now lives.

(4) 11:35 A.M., reporting officers talked with HERMAN HERN, owner of Herman's Club and the Penguin Club. Mr. Hern stated he did not know the blond's name nor where she lives. He stated that she previously worked for him and was fired because she and Robert Hern (the cab driver and also his nephew) were going out together and did not take care of the business at the bar.

(5) 1:35 P.M., reporting officers contacted the owner of the apartments at 2011 Elm St., Mr. ROBERT T. ROMAN, FL 2-2493, of 1036 Stern Court. He related that a "Kathy" was living at 2011 Elm St., apartment #5 and that her description was the same or similar to that of the suspect. Roman stated that he had last seen the subject at the apartment house on Friday, Feb. 6th.

(6) 2:50 P.M., reporting officers contacted Kathy Roe (19), Bernice Williams (18), and Jackie Roe (22) at 2011 Elm St. In response to questioning by reporting officers, the three girls related that they had been to a movie together on the evening of 2-8-59. Jackie Roe and Bernice Williams stated that they came home early in the evening. Kathy Roe said that they saw the movie twice and returned home rather late. She stated further that her true name is Mary Helen Sobel and submitted identification bearing the same name. Reporting officers observed that the blond (Kathy Roe), Mary Helen Sobel, answered the description of the suspect and asked the three subjects to accompany them to the Gold City Motel where the victim is living.

(7) 3:55 P.M., reporting officers contacted the victim and asked him to observe the above three subjects. Mr. Rex stated that Mary Helen Sobel (Kathy Roe) looked exactly like the suspect and that she was the girl who was with him at the Blankville Inn at the time the money and watch were taken. Mr. Rex further stated that he will be in the office of the chief of detectives at 9 A.M., 2-10-59 to go to the District Attorney's Office to sign a complaint.

#### CONCLUSIONS:

Mary Ellen Sobel (alias Kathy Roe) of 2011 Elm St. is the girl whom the victim met at the Gurb Club and who later accompanied the victim to Room 109 of the Blankville Inn. She is also the person who took the victim's watch and \$260 in cash.

#### RECOMMENDATIONS:

Reporting officers recommend that the case remain open, pending the filing of a complaint by the victim and further investigation. It is further recommended that Mary Ellen Sobel, Jackie Roe, Bernice Williams, and the cab driver, Robert Hern, be interrogated extensively regarding discrepancies in their statements.



## *Chapter XVII*

### **SPECIAL SUPPLEMENTARY INVESTIGATION REPORTS**

**I**N THE MATTER OF REPORTING investigations, most police agencies have discovered that the standard supplementary investigation report form, such as Form 20, is not completely adequate for recording special procedures applied in the investigation. This is true when investigators need to place special emphasis on the obtaining of detailed descriptions of suspects from witnesses and victims, suspects are presented in a line-up, physical evidence is examined in the crime laboratory, the suspect is subjected to a polygraph test, or the social background of a child is investigated in a juvenile case. This chapter presents the forms and content of forms necessary to the reporting of these specialized phases of an investigation.

#### **SUSPECT DESCRIPTION SHEET**

The "Suspect Description Sheet," Form 21, is a supplementary investigation form designed to assist you, as the investigator, in getting a complete and accurate description of a suspect in a systematic manner. You may also use it for witnesses or victims to record in their own handwriting descriptions of the suspects. After it is signed by a witness or victim, it is made a part of the investigation report and can be used at a later date, if necessary, to refresh the memory of the witness or victim. If this technique is used, the witness or victim experiences some difficulty in denying the description as the one he gave at the time of the crime was committed. A physical description picture such as that presented in Figure 6 may assist the witness in being more specific.

In obtaining the description, be systematic; get as many details as you can: race, sex, age, height, weight, hair, eyes, complexion, build, etc. The subject's physical characteristics, mannerisms, posture, movement, attire, and even speech are important. Don't



SUSPECT DESCRIPTION SHEET

Offense: _____ (1) _____	Case No. _____ (2) _____
Time and Date Offense Committed: _____ (3) _____ A.M.-P.M. _____ 19____	
Color: _____ (4) _____ Sex: _____ (5) _____ Age: _____ (6) _____	Gloves: _____
Height: _____ (7) _____ Weight _____ (8) _____	Trousers: _____
Hair: _____ (9) _____ Eyes: _____ (10) _____	_____
Ears: _____ (11) _____	Socks: _____
Nose: _____ (12) _____	Shoes: _____
Mouth: _____ (13) _____	Jewelry—Watches: _____
Teeth: _____ (14) _____	_____
Chin: _____ (15) _____	_____
Build: _____ (16) _____	Weapons & Equipment: (23) _____
Complexion: _____ (17) _____	_____
Voice-Speech: _____ (18) _____	_____
_____	_____
Movements: _____ (19) _____	Vehicle Used: _____ (24) _____
_____	_____
Posture: _____ (20) _____	_____
Scars-Marks: _____ (21) _____	Remarks: _____ (25) _____
_____	_____
_____	_____
Attire: _____ (22) _____	Submitted by: _____ (26) _____
Hat or Cap: _____	_____
_____	_____
Shirt or Sweater: _____	Time & Date: _____ (27) _____
_____	_____
Tie or Scarf: _____	Received by: _____ (28) _____
_____	_____
Coat or Jacket: _____	Date: _____ (29) _____
_____	_____ 19____

Note: If additional space needed for any of the above, use reverse side.

# NOTICE

Should you be attacked, defrauded or for any reason be suspicious of someone, obtain all information indicated below and immediately notify the POLICE or the SHERIFF.

**CLOTHING**

HAT \_\_\_\_\_  
color, type

SHIRT \_\_\_\_\_  
color, sport, dress

COAT \_\_\_\_\_  
color, type, style

TOP COAT \_\_\_\_\_  
color, type, style

PANTS \_\_\_\_\_

SOCKS \_\_\_\_\_

SHOES \_\_\_\_\_

IF YOU LIVE IN THE CITY

RACE \_\_\_\_\_

COLOR \_\_\_\_\_

SEX \_\_\_\_\_

AGE \_\_\_\_\_

HEIGHT \_\_\_\_\_

WEIGHT \_\_\_\_\_

HAIR \_\_\_\_\_

EYES \_\_\_\_\_

COMPLEXION \_\_\_\_\_

PHYSICAL MARKS  
scars, limbs, etc.

IF YOU LIVE IN THE COUNTY

If vehicle involved complete the following information:

License number (all or partial) \_\_\_\_\_

make	year	body type	color	number occupants (male, female)
------	------	-----------	-------	---------------------------------

FIG. 6. Physical Description Picture. In your efforts to get an adequate description of a suspect from a witness, you may find that presenting him this kind of picture will help him to recall many of the physical characteristics of the individual.



If weapon is used circle or check picture most similar to type used by suspect.

Fig. 7. Physical Description of Weapon. When a witness experiences difficulty in expressing the type of weapon used, ask him to circle the appropriate weapon on the sheet.

trust your memory; it can deceive you. Be sure to include everything, every detail, regardless of how insignificant it may seem at the time. The agility and movements of the subject are important. These characteristics frequently assist in determining the age of the subject or in determining various body ailments. A complete discussion of each item necessary to the "Suspect Description Sheet" follows.

**Offense (1)**

The offense is the same as that which appears on the complaint sheet.

**Case Number (2)**

Get the case number from the case sheet or the complaint log.

**Time and Date Offense Committed (3)**

Record the same time and date as entered on the "Complaint Sheet."

**Color (4)**

Color indicates the race of the subject. This is usually apparent. However, there are a few instances when full head masks and gloves might make it impossible for the witness or victim to determine the race of the suspect. In this kind of situation, try to determine the race of the suspect from the witness' description of the suspect's mannerisms and speech. Record the race as white, black, yellow, etc.

**Sex (5)**

Enter the sex as male or female. This, of course, is usually apparent to the sight. However, there are times when a man may impersonate a woman, or a woman may impersonate a man. In these situations, the sex must be determined by mannerisms and speech.

**Age (6)**

Record the age as "36 years," "45 years," etc. It is often difficult to obtain an accurate estimate of age from a victim or witness. However, if several descriptions of the suspect are available, arrive at an average for the age. As stated earlier, agility and movements may prove helpful in determining age.

**Height (7)**

State the height as 5'10," 5'11," etc. Ask the witness to determine height by comparing the suspect with someone of known height. If several witnesses give an estimate of height, take a general average.

**Weight (8)**

Use the same techniques in arriving at an accurate estimate of weight as for the height.

**Hair (9)**

Describe the suspect's hair as light, medium, dark, brown, black, blonde, red, gray, white, red-brown, salt and pepper, etc. It may be described further as long, short, thin, thick, or curly. Describe the hairline as square, pointed, rounded, higher on one side, etc.

With the new hair dyes available, it is possible for a suspect to dye his (her) hair in just a few minutes, and the dye can be washed out in even less time. On the other hand, many sprays and quick-drying dyes make the hair appear sticky, which in most cases is apparent on close observation.

**Eyes (10)**

The suspect's eyes may be described as to color, shape, size, and unusual characteristics. Describe the color of the pupil as blue, hazel, grey, brown, maroon, etc. Size may be described as small or large. Peculiarities may include close set, far apart, slanted, etc.

Glasses or contact lens are just about the only means by which eyes can be disguised. However, the use of certain eye drops and drugs can cause the pupils to expand or contract. The shape of the eyes can be changed by the use of flesh-colored transparent adhesive tape or by reshaping the eyebrows.

**Ears (11)**

A thorough description of the suspect's ears can be one of the better means of identification. Ask the witness to describe the general shape and size, the ear lobes, and whether the ears are set close to the head or stand out from the head.

**Nose (12)**

The nose should be described as Roman, pug, turned up, long, small, large, broad, etc.

**Mouth (13)**

Describe the mouth as large, small, wide, thick lips, hair lip, etc.

**Teeth (14)**

Ask the witness for only the peculiar or outstanding characteristics of the teeth, such as sharp, short, long, broken, gold, braced, stained, uneven, missing, etc.

The teeth may be altered by the use of putty, false teeth, tooth caps, and gum pads. However, the use of tooth caps and gum pads has a tendency to cause slight impediments of speech.

**Chin (15)**

The chin should be described only as to shape: square, broad, narrow, pointed, long, deep cleft, shallow cleft, etc.

**Build (16)**

Build should be presented as small, large, medium, slender, stocky, slumped, large stomach, small waisted, etc.

**Complexion (17)**

Don't confuse complexion with the racial coloring of the subject. Describe the complexion as light, dark, medium, sallow, pale, ruddy, white, flushed, scarred or pitted, splotted, pimply, etc.

**Voice or Speech (18)**

The voice or speech of the suspect may be described as educated, uneducated, loud, low, high, shrill, deep, lisp, foreign, accent, etc. The suspect may have used certain expressions repeatedly; record these.

**Movements (19)**

Ask the witness if the suspect's movements were slow, fast, nervous, calm, direct, confused, hesitant, etc. Attempt to deter-

mine any peculiar mannerisms: pulling on the ear lobe, scratching the head, rubbing the eyes or forehead, shuffling the feet, use of the hands to emphasize commands or speech, etc.

**Posture (20)**

Posture should be described as normal, erect, slouchy, round-shouldered, etc.

**Scars and Marks (21)**

Attempt to obtain specific information from the witness. Describe all visible scars, tattoos, moles, warts, birthmarks, missing fingers, deformities, etc. Give the location as exactly as possible.

**Attire (22)**

Describe clothing generally as to color, material, style, new, old, clean, dirty, worn, etc. Have the witness describe the suspect's clothing systematically from head to foot as follows: (1) hat or cap, (2) shirt or sweater, (3) tie or scarf, (4) coat or jacket, (5) gloves, (6) trousers, (7) socks, (8) shoes, and (9) jewelry and watch. A number of agencies have developed a hand-out description sheet such as that presented as Figure 6. Asking the witness to complete this sheet may be helpful in the description of clothing.

**Weapons and Equipment (23)**

Many witnesses experience great difficulty in describing weapons. A description sheet of weapons such as that presented in Figure 7. may prove helpful. If a gun was used in the crime, ask the witness to describe it as a rifle, revolver, automatic pistol, or shotgun. Equipment might include acetylene torch, explosives, etc.

**Vehicle Used (24)**

Ask for as detailed a description of the vehicle as possible: make, year, body type, color, number of occupants, sex of occupants, accessories, body damage, etc.

**Remarks (25)**

In the "Remarks" section, list any additional information that will assist in identifying the suspect.



**Submitted By (26)**

Ask the witness or victim to sign his name on the line, "Submitted By."

**Time and Date (27)**

Record the time and date that the witness submitted the information.

**Received By (28)**

Sign your own name here. If some other officer received the description from the witness or victim, ask him to sign the "Suspect Description Sheet."

**Date (29)**

Record the month, day, and year that you received the descriptive data. (Submit this special supplementary report along with either the preliminary investigation report or regular supplementary report.)

**SUSPECT LINE-UP FORM**

In all criminal offenses in which suspects are apprehended and the victim or witnesses were able to observe the perpetrator, suspects should be identified by the victims or witnesses at the earliest possible moment, while the appearance of the criminal is fresh in their minds. Standard procedure requires that the identification shall be made from a group of suspects rather than a single individual. At least one of the subjects used in the line-up should be quite similar to the suspect in appearance and dress. Others should vary in height, build, age, complexion, and other physical characteristics. This technique makes the final identification of the suspect more positive.

If you are the detective assigned to the case, follow the above simple rules in arranging the line-up. In addition, have a group photograph made of the subjects and suspects as they are assembled in the line-up. The picture, which presents positive proof of the position of the suspect in the line-up, may be used as evidence if the suspect is identified by the victim or witnesses.

Use the "Suspect Line-Up Report," Form 22, to record the names of the subjects, suspects, victims, or witnesses and the results of the identification. Prepare the form in two or more copies: forward the original to the records division and retain a copy for the detective division files. The following discussion offers a more detailed explanation of the items contained in the report.

**Date (1)**

Give the month, day, and year the report was made.

**Victim (2)**

Record the name of the victim only in cases in which the injured party is an actual person. Leave the line blank if the victim is a firm or corporation.

**Complaint Number (3)**

Give the complaint or case number as shown on the "Complaint Sheet."

**Arrest Number (4)**

Record the arrest number assigned to the suspect on his "Record of Arrest."

**Time and Date (5)**

Enter the exact time and date that the line-up took place, for example, "9:50 A.M., January 7, 1960."

**List of Subjects Used in Line-Up (6)**

Present the full names of all subjects used in the line-up.

**Position Numbers of Suspects (7)**

Give the number of the position of each suspect in the line-up.

**Identifying Witnesses-Identified Number (8)**

Present a complete list of names of all witnesses and the number of the subject or suspect that each witness identified.

Basic Police Report Writing

BLANKVILLE POLICE DEPARTMENT  
POLICE HEADQUARTERS  
DETECTIVE DIVISION  
Blankville, California

Date \_\_\_\_\_ (1) \_\_\_\_\_ 19\_\_\_\_  
Victim \_\_\_\_\_ (2) \_\_\_\_\_ Complaint # \_\_\_\_\_ (3) \_\_\_\_\_  
Arrest # \_\_\_\_\_ (4) \_\_\_\_\_

This line-up took place at (time) \_\_\_\_ (5) \_\_\_\_ M. on \_\_\_\_\_ 19\_\_\_\_  
at Police Headquarters, Blankville, California.

The line-up was composed of the following persons and their positions according  
to number as indicated below:

(6)

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_

Suspects are numbers \_\_\_\_\_ (7) \_\_\_\_\_

Identifying Witnesses

Identified Number

(8)

- |          |       |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |

Photographed by \_\_\_\_\_ (9) \_\_\_\_\_

Signed by \_\_\_\_\_ (10) \_\_\_\_\_ Rank \_\_\_\_\_

(Make five (5) copies)

Form 22. Suspect Line-Up Form (8½"x11").

**Photographed By (9)**

Enter the name of the identification officer or jailer who made the photograph of the subjects and suspects in the line-up.

**Signed By—Rank (10)**

Complete the report by entering your signature and rank.

**POLYGRAM ENVELOPE**

If you are the polygraph operator, use the "Polygram Envelope," Form 23, for reporting a summary of your specialized phase of a criminal investigation. This 8"x5" manila envelope is useful for protecting and filing the polygram and facilitates the completion of your monthly report.

After performing a polygraph examination, prepare in duplicate a regular supplementary investigation report, Form 20, and complete all applicable space on the face of the "Polygram Envelope:" case and polygram examination numbers; date; name, address, phone number, age, sex, and color of the subject; the crime charged; criminal record of the suspect; questioned before the examination; questioned on the polygraph; confession obtained; other crimes admitted; property recovered, and a general summary of the examination results.

**POLYGRAM ENVELOPE**

Case No. \_\_\_\_\_ Date \_\_\_\_\_ Examination No. \_\_\_\_\_  
 Name \_\_\_\_\_ Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_ Color \_\_\_\_\_  
 \_\_\_\_\_  
 Crime Charged \_\_\_\_\_  
 Criminal Record \_\_\_\_\_  
 Questioned Before the Examination \_\_\_\_\_  
 Questioned on Polygraph \_\_\_\_\_  
 Confession Obtained \_\_\_\_\_  
 Other Crimes Admitted \_\_\_\_\_  
 Property Recovered \_\_\_\_\_  
 Summary of Examination Results \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Plea: \_\_\_\_\_ Result of Trial: \_\_\_\_\_  
 \_\_\_\_\_

Operator

Place the duplicate copy of the supplementary investigation report, along with all polygrams on the same person and the same case, in the "Polygram Envelope," and file the latter in your files according to the polygraph examination number. Forward the original of the supplementary investigation report to the records division where it will be filed with other investigation reports in the case.

The results of the plea and trial will be reported later. Record this information on the face of the "Polygram Envelope" when you receive it. Space is provided at the bottom of the form for your signature as the polygraph operator.

### **REPORT OF LABORATORY EXAMINATION**

When evidence is received in the crime laboratory, the technician in charge initiates the "Report of Laboratory Examination," Form 24. From evidence tags or envelopes he records, in duplicate, the type of case, case number, victim, the date the case was reported, and the date the evidence was received in the laboratory. After entering his own name on the line "Assignment Made By," he records the name of the technician to whom the assignment was made.

If you are the laboratory technician who received the assignment, enter in detail a description of the evidence submitted, and note its condition, a summary of the examinations conducted, and a synopsis of the results obtained. In addition, enter in an evidence ledger a description of the evidence, the nature of the examinations, and the results obtained. Forward the original "Report of Laboratory Examination" to the field investigator who requested the examination, and file the duplicate in the laboratory files.

The field investigator attaches the laboratory report to the original of his field investigation; thus the laboratory report becomes a vital document in the case file.

### **JUVENILE CASE HISTORY**

Previous discussion has emphasized the fact that criminal complaints and investigations involving juveniles are handled in the same manner as cases involving adult offenders. On the other hand,

BLANKVILLE POLICE DEPARTMENT  
REPORT OF LABORATORY EXAMINATION

Type of Case \_\_\_\_\_ Case Number \_\_\_\_\_

Victim \_\_\_\_\_ Address \_\_\_\_\_

Date Reported \_\_\_\_\_ Date Evidence Received \_\_\_\_\_

Examination Requested by: \_\_\_\_\_

Assignment Made by: \_\_\_\_\_

Assignment Made to: \_\_\_\_\_

Description of Evidence: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Condition of Evidence: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Examinations Conducted: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Results of Examinations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_ Hour \_\_\_\_\_

progressive police agencies recognize the need to investigate the social aspects of any case involving a juvenile either as a suspect or victim. The investigation of the social aspects of the case is a specialized task assigned to an officer of the juvenile division. After the investigation of the criminal aspects of the case is complete, juvenile officers look into the cause of delinquent conduct with a view to intelligent referral to other agencies which can help the child solve his problems and become a normal, useful person.

The "Juvenile Case History," Form 25, guides the juvenile officer in recording personal data regarding the juvenile, his family history, associates, parents, and community environment. Once the social investigation and "Juvenile Case History" are complete, this permanent record, maintained in the juvenile division, assists the officer in making an intelligent referral, both in the present and future cases in which the juvenile may be involved.

If you are the juvenile officer assigned to the case investigation, complete the "Juvenile Case History" in conjunction with the over-all investigation and interviews with the parents, school authorities, and the child.

Note that the form is presented in five parts: (1) heading, (2) family history, (3) friends, (4) parents, and (5) child.

### **Heading (1)**

In the heading, record your name and the date. Enter the name, birth date, sex, address, phone number, race, religion, birthplace, school, and school grade of the juvenile under investigation. Complete this section of the report by entering the name of the person with whom the child is living, along with the length of time he has resided at that location.

### **Family History (2)**

The "Family History" section provides for the name, age, address (business and home address of father and mother), religion, and occupation of the father, mother, and other members of the household.

### **Friends (3)**

As the investigation and interviews reveal the identity of associates, enter the name, age, address, and school each is attending.



JUVENILE CASE HISTORY  
JUVENILE DIVISION  
BLANKVILLE POLICE DEPARTMENT

Officer \_\_\_\_\_

Date \_\_\_\_\_

(1)

Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Sex \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Race \_\_\_\_\_ Religion \_\_\_\_\_ Birth- In City \_\_\_\_\_

Place \_\_\_\_\_ In County \_\_\_\_\_

In State \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Living With \_\_\_\_\_ How Long? \_\_\_\_\_

(2)

FAMILY HISTORY

Name Age Address Religion Occupation

F. \_\_\_\_\_

M. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Bus. Address Father \_\_\_\_\_ Mother \_\_\_\_\_

Others in Household \_\_\_\_\_

(3)

Friends

Name Age Address School

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

(4)

Parents

Living Together? \_\_\_\_\_ How Long? \_\_\_\_\_  
 Separated? \_\_\_\_\_ F. Add \_\_\_\_\_ M. Add \_\_\_\_\_  
 Divorced? \_\_\_\_\_ F. Add \_\_\_\_\_ M. Add \_\_\_\_\_  
 Dead \_\_\_\_\_ F. Date-Cause \_\_\_\_\_ M. Date-Cause \_\_\_\_\_  
 Drinking: Father \_\_\_\_\_ Mother \_\_\_\_\_  
 Mental: Father \_\_\_\_\_ Mother \_\_\_\_\_  
 Working: Father \_\_\_\_\_ Mother \_\_\_\_\_  
 Habits: Father \_\_\_\_\_ Mother \_\_\_\_\_

(5)

Child

Number Arrests and Reasons \_\_\_\_\_  
 \_\_\_\_\_  
 Resentful \_\_\_\_\_  
 Discouraged \_\_\_\_\_  
 Adventure \_\_\_\_\_  
 Sex Curiosity \_\_\_\_\_  
 Sex Abnormality \_\_\_\_\_  
 Need Employment \_\_\_\_\_  
 Sick \_\_\_\_\_  
 Mental \_\_\_\_\_  
 Gang Activity \_\_\_\_\_  
 Community Hazard \_\_\_\_\_  
 Adult Influence \_\_\_\_\_  
 Others \_\_\_\_\_

**Parents (4)**

The "Parents" section is designed to reveal the attitudes, habits, and general living conditions provided by the parents, which frequently contribute to delinquency on the part of the child. Answer the following questions: Are the parents living together? How long? Separated? Divorced? Is the father dead? Cause? Is the mother dead? Cause? Does the father and/or mother drink? What is the mental condition of both the father and mother? Does the father and/or mother work? What are the general habits of the father and mother?

**Child (5)**

The section on the "Child" involves an attempt to summarize the criminal record of the juvenile, along with the attitudes, habits, and environmental influences which seem to have influenced or caused his antisocial behavior.

**Summary Supplementary Report**

Use a general supplementary report, Form 20, to report a summary of your findings, conclusions, and recommendations. Recommendations made in this final summary report serve as a basis for ultimate decision as to the disposition of the juvenile in the case. Make at least one duplicate copy of both the "Juvenile Case History" and final summary report so that a complete set of reports may be forwarded to the juvenile court, probation department, or case work agency to which the juvenile is referred.

## Chapter XVIII

### FINAL INVESTIGATION REPORTS<sup>1</sup>

**A**FTER THE INVESTIGATION OF A MAJOR case is complete, if you are the investigating officer, it becomes your duty to prepare a prosecution report for the prosecutor. The prosecutor is the person who represents you and presents the people's case to the court. He is part of the people's team and complete cooperation is necessary.

Many departments do not require prosecution reports from their officers; it appears that the use of these reports is not only valuable to the administrator and supervisory personnel of the department but of great help to you in presenting the case to the prosecutor. If the facts necessary to prove a case are placed before the prosecutor in brief, concise form; and if he is able to extract the important points without reading through many pages of reports, it is much easier for him to understand the case and to reach a prompt conclusion as to prosecution.

When you investigate a case involving a death, you also should forward a copy of the report to the coroner or medical examiner. Inquests must be held in all coroner cases, and the information you have developed may be of value in the determinations of the coroner's jury. You may be required to give testimony in such cases, and your testimony will be based on the same facts as those prepared for the prosecutor's office.

If you set forth the necessary facts in proper sequence and in brief form, the prosecutor or the coroner may ask questions as necessary and review the entire case in a very short time. In assisting the prosecutor in the preparation of the case, it is your responsibility to provide all information necessary to justify a complaint

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<sup>1</sup>Information for this chapter was adapted from Chapter VII, Floyd N. Heffron: *Evidence for the patrolman*, Springfield, Charles C Thomas, Publisher, 1958, with consent of the publisher.

and the issuance of a warrant, or the information necessary for presentation to a grand jury. After the complaint or indictment has been filed and the warrant of arrest executed, you must then supply all information necessary for successful presentation of the case in court.

### **GENERAL CONTENT OF PROSECUTION REPORTS**

To do this, prosecution reports, such as Form 26, are necessary and should be used in the absence of departmental orders to the contrary. To be of value to both you and the prosecutor, these reports should follow a set pattern, corresponding to the prosecution sequence as nearly as possible. The report should present the necessary points in a manner similar to the presentation in the following discussion. It should, like other operational reports, include a heading, body, and ending. Not all points will have to be included in every report, but all necessary elements must be presented in order to outline the case properly for the prosecutor.

#### **Heading of the Report**

The heading of the report should include: (1) the type of offense; (2) the date and time the offense was committed; (3) name, address, and brief description of the suspect; (4) criminal record of the suspect, if any (if extensive, attach the criminal record sheet to the report and so indicate; (5) name and address of the victim; (6) name and address of the complainant; and (7) your name, badge number, precinct, and department.

#### **Ending of the Report**

The ending of the report, which is contained on the first sheet, will include: (1) the distribution of the copies of the report, (2) the status of the case, (3) the date and time the report is submitted, and (4) a place for your personal signature.

#### **Body of the Report**

The body of the report, which immediately follows the heading information, should contain: (1) the reasons for the charge, (2) a list of witnesses, and (3) the list of exhibits.

*Reasons for the Charge.* The "reasons for the charge" section

is a brief statement of the charge and the reason for it. In order for you to justify a complaint or a criminal charge, the report must show that all of the elements of the offense are present, and that you believe that the suspect did commit the act. If all of the elements necessary to establish the corpus delicti of the offense are not present, the prosecutor will necessarily alter the charge to correspond to the elements present.

BLANKVILLE POLICE DEPARTMENT

PROSECUTION REPORT

Case No. \_\_\_\_\_

Offense \_\_\_\_\_ Date and Time \_\_\_\_\_  
Committed \_\_\_\_\_

Victim \_\_\_\_\_ Address \_\_\_\_\_

Complainant \_\_\_\_\_ Address \_\_\_\_\_

Suspect \_\_\_\_\_ Address \_\_\_\_\_

Criminal Record of Suspect \_\_\_\_\_

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Reasons for the Charge:

*Example:* "Burglary:" John Doe entered the residence occupied by Henry Roe and family at 1234 Jay St., City, between the hour of 9:30 P.M. and 11:30 P.M. on Wed., Oct. 26, 1959, without permission and with the intent to commit theft (indicated by extensive search), by use of force applied to a bedroom window, and was apprehended by Officers Black and White as he left the premises.

You should note that all of the elements necessary to establish the corpus delicti for "burglary" and the degree of the crime are present in the above brief resumé. Elements present are:

1. That John Doe, suspect, did enter an occupied dwelling during the nighttime. (To establish the offense and the degree.)
2. That he entered without permission and by use of force. (Force is not always necessary.)
3. With intent to commit theft. (Implied by the act of searching the premises.)

In most states these elements are sufficient to establish the offense and the degree of the offense. Other information included in the above paragraph, showing how the suspect was apprehended, further corroborates the offense charged.

**List of Witnesses.** Under this heading, you should list all known witnesses at the time of the report and give a brief statement to show their relation to the offense and the testimony that can be given by each.

*Example:* "Burglary."

1. ROE, HENRY, occupant of 1234 Jay St., will testify as follows: That at 8:30 P.M. on Wed., October 26, 1959, he and Mrs. Roe left their residence: that at that time the residence was properly secured, doors and windows locked, and the bedroom window was not broken; that the drawers, closets, and cabinets were in their normal orderly condition; that when he returned shortly after 11:30 P.M. he found that the bedroom window had been forced, and the house had been ransacked; that screw driver found on the kitchen table, after the crime had been discovered, was not his property and was not on the table when he left the house; that he observed the suspect in custody of Officer Black, but did not recognize him as anyone he knew or had ever given permission to enter their dwelling.
2. OFFICER WHITE, JOSEPH, badge 317, precinct 7, will testify as follows: That about 8:30 P.M., on Wed., Oct. 26, 1959, while on patrol beat 16, he observed people leaving the residence at 1234 Jay St., that about 11:30 P.M. while again passing the residence, he observed an



open bedroom window; that he approached the window and Officer Black covered the opposite side of the house; that shortly after arriving at the open window, Officer Black called to him, and he ran around the house to Officer Black's position; that on arrival he observed that Officer Black had a man in custody; that the suspect was searched, secured, and left in custody of Officer Black; that White then entered and searched the interior of the residence; that no other person was found on the premises and although the house had been searched, it appeared that nothing had been taken; that an identification expert was requested, and Sgt. Roy Jones responded; that a screw driver found on the kitchen table could not be identified by Mr. Roe, and this was marked for identification and turned over to Sgt. Jones on his arrival; that White wrote the report.

3. OFFICER BLACK, RALPH, badge 643, precinct 7, will testify as follows: That his testimony will be basically the same as that given by Officer White up to the time they approached the house after noticing the open bedroom window; that he apprehended the suspect, John Doe, as the latter left the premises by way of the back door; that he transported the prisoner to jail and booked him for investigation of burglary.

4. SERGEANT JONES, ROY, badge 27, Identification Officer, will testify as follows: That latent prints found on top surface of the dresser in the bedroom, near the point of entry, are the fingerprints of the suspect, John Doe; that the screw driver, turned over to him by Officer White, has the same shape and size as the tool used to force the window in question and could be the tool used for this purpose; that criminal records indicate that the suspect was previously convicted of burglary in Jan., 1957, and served a term in State Prison as a result. (Copy of criminal record attached.)

**List of Exhibits.** The prosecution report should contain an accurate account of all evidence relating to the offense. It is not your responsibility to determine whether the evidence is relevant or material and whether it can be introduced or established. This is the duty of the prosecutor, but he must have a complete report of all evidence before he can determine its value. You can generally determine the value of evidence, if you are experienced, but even though your knowledge of evidence is better than average, you should set forth all information on each bit of evidence for the prosecutor to consider. Oftentimes, articles of evidence that do not appear to have any direct connection with the offense will be of value to the prosecution, if the defense lays the groundwork for its admission.

Each article of evidence and the package in which it is packaged, should be given a letter corresponding to the sequence in which it was found. In the report itself, give a brief description of the article, including by whom and where it was marked for identification, and the number of the package in which it can be found. List each piece of evidence in a sequence corresponding to the package numbers.

Include a general description of the location of the evidence when found and its location in relation to other evidence found at the scene. (Measurements to show its exact location should be considered as part of your personal notes. You must be able to show the location of the evidence when the case is presented in court.)

If you took measurements by triangulation, this should be noted. If it was necessary to take them by some other method, the reason should be explained. For measurements of any distance longer than normal reach, which require one person on each end of the tape, give the name of the other person. Also explain how the measurements were verified; for example, "Triangulation measurements taken by Officer Brown (317) and White (914) and verified by altering positions and rechecking."

State the time the evidence was found in relation to the time of the offense; whether it was found on arrival, during the search subsequent to arrival, or later during the investigation; the name and badge number of the officer or the name and address of any other person who found the evidence and can testify.

If photographs were taken, give the name of the person who photographed the crime scene and the articles of evidence. In brief, give the number and sequence of the pictures taken.

When a rough reproduction of the original crime scene is available, submit a copy with your report. Show the base points and include the articles of evidence to indicate the scene area and the location of the evidence. Give the name and badge number of the officer who prepared the original sketch. Also include identifying information on those who assisted.

It is assumed that persons who found evidence at the scene can establish that fact. You should be especially careful to include the name and other identifying information relating to any witness

who can identify the evidence as stolen property or property belonging to the suspect, etc. This part of evidence identification is often important in the prosecution of a case and more difficult to establish than other facts. The means used by the witness to identify an article are most important; include this information in the report. The following is a list of exhibits in a robbery report:

*Exhibit A.*

Man's, Y.M., Bulova, w.w. No. 1368739, with brown leather band, bearing monogram initials, F.N.H., on the back, can be identified by:

- a. HUGHES, FRED N., Victim as having been taken from his person by unknown suspect in a robbery on Tues. evening, Dec. 15, 1959. Identification by monogram initials on back.
- b. CASH, E. R., pawn broker, as having been purchased from suspect, Smith, for \$2.50 on Wed., Dec. 16, 1959. Identified by serial number.
- c. GREEN, OFFICER JOE, as identified from APB description and numbers on Dec. 20, 1959, and recovered by him from Cash on that date.

*Exhibit B.*

Man's signet ring, Y.M., with black stone, bearing initial "H" in Y.M., can be identified by:

- a. HUGHES, FRED N., victim, as property taken from his person during robbery on December 15, 1959.
- b. GREENE, OFFICER, JOE, as having been found on the person of suspect, Smith, at the time of his arrest, Dec. 20, 1959.

Your prosecution report is intended to familiarize the prosecutor with the basic facts of the case so he can determine whether there is sufficient evidence on which to base a complaint or information. After the warrant has been issued, it must be served on the defendant; and the case is generally set for a preliminary hearing. The information that you set forth in this report should be sufficient to present at the preliminary hearing. The magistrate conducting the preliminary hearing need only satisfy himself that just cause exists to hold the defendant for trial or for grand jury action.

#### **ADDITIONAL SUPPLEMENTARY REPORTS TO THE PROSECUTOR**

Between the time of the preliminary hearing and the trial of the case or presentation to the grand jury, you, as the investigator, will have a great amount of work to do. In addition to seeking new

evidence and new witnesses, you should follow through to see that all available evidence has been subjected to proper examination. Also you should assist in the preparation of the case for presentation to the court and jury. In this regard, it may become your duty to prepare exhibits for the court or to coordinate the preparation of this material. You should report supplemental information and preparatory procedures to the prosecutor on supplementary investigation report forms. The following exhibits and reports may be necessary: (1) a scale drawing of the crime scene for the courtroom, (2) photographs, and (3) reports of laboratory and other examinations conducted subsequent to the prosecution report.

### **Scale Drawing for the Courtroom**

As the investigator in a case, you should see that a scale drawing is prepared for use by the prosecution in the courtroom, and it must be exact in detail and measurement. If the services of a draftsman or architect are available, he should be considered best qualified to prepare this drawing. When no one with special training is available, it may be necessary for you to prepare the drawing. If this becomes your responsibility, you should be extremely careful in making measurements, checking and rechecking them. Measurements should be reduced to the selected scale and roughed in on a separate sheet before you prepare the final drawing. The final drawing should be made large so that the court and jury will have no difficulty in seeing it. Make the drawing on white drawing paper. All lines and entries should be made in black India ink.

If you are not a draftsman, a brief résumé of your experience in this type of work should be included at any appropriate place on the drawing. You may have had a course in mechanical drawing or similar training, or you may have prepared these types of drawings for presentation on previous occasions. When the drawing is in proper proportion and measurements are according to scale, there is generally no objection to its acceptance. Its purpose is to demonstrate to the court and jury the appearance of the room, building, yard, or area where the crime was committed, and the objects within the area and their location. It will indicate the location of objects at the scene as found by you and others on arrival,

and will serve to supplement photographs of the scene and the area. Remember, however, that the drawing can show only the crime scene and objects other than evidence that it contained at the time the rough sketch was made. Don't locate the evidence on the drawing. This must be done during the giving of testimony after the scale drawing has been accepted by the court. Each witness who found evidence may be requested to mark its location on the drawing while he is giving his testimony.

### **Photographs**

Include, along with your additional supplementary reports, fair-sized enlargements of all photographs taken at the crime scene. These should be marked by the person who took them to show their sequence. Also include the photographer's resumé of the pictures taken. If photographs are to be introduced as evidence, they will be established by the oral testimony of the person who took them.

### **Scientific Examinations Conducted**

You should include information in supplementary reports to indicate what has been done toward increasing the value of evidence. If any evidence has been taken to the laboratory for examination subsequent to the submission of the prosecution report, you need to report the results. Indicate on the supplementary report the case, case number, charge, who found the evidence, who delivered it to the laboratory for examination, and what examinations were requested. Attach a copy of the expert's report to your supplementary report.

In most police cases where death results, or where death occurs under unusual conditions even in the absence of evidence of violence, the body is taken in charge by the coroner or medical examiner. The normal procedure is to have a complete post-mortem examination (autopsy) conducted even though the cause of death may be quite evident. This is considered proper procedure and should include the examination of all of the organs and fluids of the body for possible signs of violence or the presence of poisons.

In any case, where there is the slightest possible doubt as to

the cause of death, you should be present during the autopsy. In some cases, the autopsy surgeon may want to review the case with you prior to conducting the examination. If you have a suspicion as to the cause of death, you should tell the surgeon about it so special attention can be given to the suspected cause.

It is possible for you to gather a great amount of valuable information and take some notes while the autopsy is in progress. The surgeon will often remark on his findings as he progresses. Most surgeons are not only interested in the police problem, but are also very cooperative.

If you did not attend the autopsy, you should note this on your prosecution report. In any case, a copy of the surgeon's post-mortem examination report should be requested for the prosecutor; and, if available, you should attach it to a supplementary report which you submit after your prosecution report has been received by the prosecutor.



## BLANKVILLE POLICE DEPARTMENT

## I - PROSECUTION REPORT

CASE NO. 23457  
 Between 9:30 P. M. and 11:30 P. M.  
 OFFENSE Burglary DATE AND TIME COMMITTED Oct. 26, 1959  
 VICTIM Henry H. Roe ADDRESS 1234 Jay St.  
 COMPLAINANT Same ADDRESS Same  
 SUSPECT John Charles Doe ADDRESS 134 Maple Ave., Blankville, Calif.  
 CRIMINAL RECORD OF SUSPECT See copy of criminal record attached.

REASONS FOR THE CHARGE:

John Doe entered the residence occupied by Henry Roe and family at 1234 Jay St., City, between the hours of 9:30 P.M. and 11:30 P.M., on Wednesday, October 26, 1959, without permission and with the intent to commit theft (indicated by extensive search), by use of force applied to a bedroom window, and was apprehended by Officers Black and White as he left the premises.

List Of Witnesses:

1. Roe, Henry, occupant of 1234 Jay St., will testify as follows: "That at 8:30 P.M. on Wed., October 26, 1959, he and Mrs. Roe left their residence; that at that time the residence was properly secured, door and windows locked; and the bedroom window was not broken; that the drawers, closets and cabinets were in their normal orderly condition; that when they returned shortly after 11:30 P.M. they found that the bedroom window had been forced, and the house had been ransacked; that a screw driver found on the kitchen table, after the crime had been discovered, was not his property and was not on the table when he left the house; that he observed the suspect, in custody of Officer Black, but did not recognize him as anyone he knew or had ever given permission to enter his dwelling."

2. Officer White, Joseph, badge 317, precinct 7, will testify as follows: "That about 8:30 P.M. on Wed., Oct. 26, 1959, while on patrol on beat 16, he observed people leaving the residence at 1234 Jay St.; that about 11:30 P.M., while again passing the residence, he observed the bedroom window open; that he approached the open window, and Officer Black covered the opposite side of the house; that shortly after arriving at the open window, Officer Black called him, and he proceeded around the house to Officer Black's position; that on arrival he noted that Officer Black had a man in custody; that the suspect was searched, secured, and left in custody of Officer Black; that White then entered and secured the interior of the residence; that no other person was found on the premises with them, and although the house had been searched it appeared that nothing was missing; that a screw driver found on the kitchen table could not be identified by

(Over)



Mr. Roe, and that this was marked for identification and turned over to Sgt. Ralph Jones on his arrival; that White wrote the report."

3. Officer Black, Ralph, badge 643, precinct 7, will testify as follows: "That his testimony will be basically the same as that given by Officer White, up to the time they approached the house after noticing the bedroom window; that he apprehended the suspect, John Doe, as he left the premises by way of the back door; that he transported the prisoner to jail and booked him for investigation of burglary."

4. Sergeant Jones, Roy, badge 27, Identification Officer, will testify as follows: "That latent prints found on the top surface of the dresser in the bedroom, near the point of entry, are the fingerprints of suspect John Doe; that the screw driver, turned over to him by Officer White, has the same shape and size as the tool used to force the window in question and could be the tool used for this purpose; that criminal records indicate that the suspect was previously convicted of burglary in January, 1957, and served a term in State Prison as a result." Copy of criminal record of John Doe attached.)

List Of Exhibits:

Exhibit A: Criminal record of John Doe (attached).

Exhibit B: Latent prints found on top surface of dresser in home of Henry Roe, 1234 Jay St., City. Identified by Sgt. Roy Jones as prints of suspect, John Doe. Photographs of latent prints attached; original in custody of property clerk.

Exhibit C: One 1/4" screw driver found on kitchen table of home of Henry Roe, 1234 Jay St., City. Evidence in custody of the property clerk. Can be identified by:

- a. Officer White, Joseph as having been found by him on kitchen table at 1234 Jay St. Identification by "X" mark carved in wooden handle by Officer White.
- b. Sgt. Roy Jones, as the screw driver turned over to him by Officer White and the possible instrument used in gaining entry.

## *Chapter XIX*

### **ARREST REPORTS**

**C**RIMINAL INVESTIGATIONS OFTEN RESULT in arrests. When persons are arrested, adequate reporting procedures demand that reports shall be initiated which will provide institutional knowledge of the location and condition of all prisoners at any time, assure departmental care of prisoners, furnish adequate control of them while they are in custody, and provide for their release at the proper time by proper authority. The reports necessary to the accomplishment of these purposes include: (1) an arrest sheet which provides an arrest record, disposition sheet, commitment, and order for release; (2) alcoholic influence report; (3) hold for investigation report; (4) request to the court for change in the booking of prisoners; (5) request for internment; and (6) injured prisoner report.

#### **THE ARREST SHEET**

If you are the booking officer, you must record, in duplicate, information regarding the offender, charge, and the circumstances of arrest before the prisoner is locked in jail or released on bail. This information, along with other useful data, must be recorded on the "Arrest Record," Form 27.

In preparing the "Arrest Record," note that the first required item is an arrest number. The number series for arrests starts on the first day of the year and runs consecutively and continuously to the end of the year, at which time a new series starting with number one is inaugurated. Use a numbering machine to record arrest numbers; this eliminates most of the opportunity for error in number selection.

Although the full name of the prisoner may be difficult to obtain, try to get it from his personal effects. Give the prisoner's complete address. State where he was arrested, the date and hour of



arrest, name of the arresting officer, case number, how arrested, for whom arrested, and the charge. Record the departmental disposition as "hold for the detective division," "hold for a complaint," "release when sober," or other dispositions.

Necessary sociological data which you must record include age; sex; place of birth; color; citizenship; nativity of father and mother; marital status; dependents; physical condition (drinking, drunk, or under the influence of narcotics); extent of education; school attending; where employed; occupation; and time in the city, county, state, and nation.

If the arrest was made "on sight" by an officer in the field, send the complete record to the complaint clerk for the preparation of a case sheet. Then forward it to the records division where clerks will search the files in order to determine and insert the fingerprint number, criminal record, any "wants" on the prisoner in other cases, and return it to the booking desk.

Require any commanding officer who authorizes outright release or release on bail to sign the report. If the prisoner is released on bail, insert the amount of bail on the front of the report at the proper place and indicate on the back the name of the bonding company or the amount of cash bail. Get the officer who received cash bail to sign the report and record the date and hour that he received it.

When the case must go to court for trial, forward the original of the arrest record to the proper court; this provides information necessary for the court clerk to prepare his docket. In any event, file the duplicate copy of the arrest record in the jail file where it serves as a jail register.

The reverse side of the arrest record is a disposition sheet. When the case is disposed of in court, the court clerk records all information necessary for tabulating dispositions in the police monthly statistical report. Space is provided for recording a plea of guilty, certification to court, date of trial, charge, reason for discharge, the offense of which the prisoner was found guilty, length of sentence, other dispositions, the judge and court in which the prisoner was tried, who delivered the prisoner to jail after commitment, and continuances. Forward the arrest record, with com-

pleted disposition, to the records division where, after monthly tabulations, it is filed with the case.

When the prisoner is released from your custody, send the duplicate (jail file copy) to the records division where it will be filed according to the arrest number in a pending file. After the disposition section has been completed, the record is filed in the arrest file.

### **ALCOHOLIC INFLUENCE REPORT**

Since experience has proved that possible defenses of drunk drivers are numerous and drunk driving cases are difficult to prosecute, you should, as an arresting officer, utilize the "Alcoholic Influence Report," Form 28, as a guide in the investigation when the arrestee is a drunk driver. This report, formulated by the National Safety Council's Committee on the Intoxicated Driver, offers excellent security against the usual defense attacks. If you keep an adequate supply of these report forms with you, your investigation and most of the report can be completed in the field.

Get a witness, conduct your investigation, and complete the report in accord with the steps as presented on the report form. Begin by designating the prisoner as either a driver, pedestrian, or passenger. Record the incident as either an accident, traffic violation, or other situation. After recording the name, address, age, sex, race, approximate weight, and driver license number of the prisoner, proceed to ask questions and record answers on the form.

In completing the "examination" section of the report, observe the subject carefully to determine alcoholic breath, color of face, condition of clothing, attitude, unusual actions, and the condition of his eyes. Draw circles around words on the form that describe observed conditions. Add other words of your own which seem to describe the arrestee's condition most adequately.

Instructions are given on the back of the form for administering a number of practical coordination tests. With the prisoner's consent, administer the tests. Follow the instructions and record the results of the tests in the "examination" section of the form.

Present your own opinions as to what led you to suspect the prisoner was under the influence of alcohol, his unusual actions or

(Check) <input type="checkbox"/> Driver <input type="checkbox"/> Pedestrian <input type="checkbox"/> Passenger	(Check) <input type="checkbox"/> Accident <input type="checkbox"/> Violation <input type="checkbox"/> Other
A.M. P.M. Date and time of Accident or Violation	

## ALCOHOLIC INFLUENCE REPORT FORM

Case No.....
Accident No.....
Arrest No.....

Name..... Address.....  
 Age..... Sex..... Race..... Approx. Weight..... Dr. Lic. No.....

**QUESTIONS:** **NOTE: Get witnesses to prove driving.**

Were you operating this motor vehicle?..... Where were you going?.....  
 Where did you start from?..... When did you leave?..... Time now?.....  
 Have you been drinking?..... What?..... Quantities?.....  
 Commenced..... A.M. Stopped..... A.M. P.M. Where?.....  
 Are you ill?..... Have you been to a doctor or dentist recently?..... If so, when?.....  
 Who? (name of doctor or dentist)..... For what?.....  
 Are you taking medicine?..... If so, what?..... Last dose..... A.M. P.M.  
 Do you have diabetes?..... Are you taking insulin?..... Have you used a mouth wash recently?.....  
 Are you hurt?..... Did you get a bump on the head?.....  
 How much sleep did you have last night?..... How much today?.....  
 Have you been drinking since the accident?..... What?..... Quantities?.....

**EXAMINATION:—(Draw circles around words describing observed conditions. Add other words of your own.)**

<b>BREATH</b>	Odor of alcoholic liquor — Apparently none faint moderate strong							
<b>COLOR OF FACE</b>	Apparently normal	Flushed	Pale	(Other)				
<b>CLOTHES</b>	Orderly	Mussed	Soiled	Disarranged	Disorderly (Describe)			
<b>ATTITUDE</b>	Polite	Excited	Hilarious	Talkative	Care-free	Sleepy	(Other)	
	Cooperative	Indifferent	Antagonistic	Cocky	Combative	Insulting		
<b>UNUSUAL ACTIONS</b>	Profanity	Hiccough	Belching	Vomiting	Fighting	(Other)		
<b>EYES</b>	Apparently normal		Watery	Bloodshot				
CHECK SQUARES IF TESTS ARE MADE	<input type="checkbox"/> PUPILS	Apparently normal	Dilated	Contracted	Poor reaction to light			
	<input type="checkbox"/> BALANCE	Sure	Fair	Swaying	Wobbling	Sagging Knees	Falling (Other)	
	<input type="checkbox"/> WALK & TURNING	Sure	Fair	Swaying	Stumbling	Staggering	Falling (Other)	
	<input type="checkbox"/> FINGER-TO-NOSE TEST	Sure	Fair	Swaying	Uncertain	Staggering	Falling (Other)	
	<input type="checkbox"/> PICKING UP COINS	Right—Sure	Uncertain	Left—Sure	Uncertain	(Other)		
	<input type="checkbox"/> SPEECH	Fair	Slurred	Stuttering	Confused	Incoherent	(Other)	
		Choice of words			Clearness and correctness of enunciation			

What first led officer to suspect alcoholic influence?.....

Unusual actions or statements..... (more space on other side)

Signs of illness or injury.....

<b>CONCLUSION</b>	<b>EFFECTS OF ALCOHOL—</b> Apparently none	Slight	Obvious	Extreme
	<b>ABILITY TO DRIVE—</b> Apparently fit	Ability impaired	Greatly impaired	

Examined by..... A.M. P.M.  
Signature Title Address Date Time Completed

Witnesses to examination.....

NOTE: USE OTHER SIDE FOR REMARKS. When physician's examination is made or sample taken for chemical test, record on other side.

REMARKS .....

.....

.....

.....

.....

.....

.....

.....

.....

Names of Officers or persons making the remarks

**INSTRUCTIONS FOR COORDINATION TESTS**

Do not have suspect perform any test action unless he is willing. When tests are made, record results and check squares on other side. When tests are not made, record conditions from general observations but do not check the squares. A square is to be checked only if test is made.

1. Pupils of eyes—flash a bright light in the eyes of the suspect and compare the reaction of his pupils with the reaction obtained when a light is flashed in the eyes of another person. There should be the same reaction.
2. Balance—Stand erect with heels together, eyes closed, and head back, to observe balance.
3. Walking and turning—Walk a straight line, toe of one foot against the heel of the other, then turn and walk back again. Watch closely for evidences of incoordination, especially when turning around.
4. Finger-to-Nose Test—Stand erect, eyes closed, extend arms horizontally to side, then, one arm at a time, touch the tip of nose with the tip of the index finger.
5. Coin Test—Pick up coins from floor. (If desired have suspect place coins on table and arrange in order, with largest sized coins on right. Identify heads or tails. Observe ability.)
6. Speech—Repeat the following test phrases: ELECTRICITY, METHODIST EPISCOPAL, AROUND THE RUGGED ROCK THE RAGGED RASCAL RAN.
7. Handwriting—Copy a sentence, or several words (such as the test phrases in No. 6 above), or sign name, so that handwriting can be compared. Space at top of this sheet may be used for this purpose.

**PHYSICIAN'S REPORT**

Examining physician, if any..... A.M.  
 Name Address Time Examined P.M.

Physician's Diagnosis.....

.....

Signature of Physician

**CHEMICAL TESTS**

Sample No.	Material	Date and Time Collected	Taken in Presence of	Sample Sealed by	Date and Time Analyzed	Percent Alcohol
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....

Tests made by.....

Witnesses.....

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statements, and signs of illness or injury. Circle the appropriate words relating to your conclusions as to the effects of alcohol on the prisoner as a driver and his ability to drive. Continue with any additional remarks on the reverse side of the form. Sign the report and ask your witness to affix his signature to it.

When you reach headquarters, contact the complaint clerk, booking officer, or jailer, and request that he administer the coordination tests and complete the appropriate section of the second "Alcoholic Influence Report." When the two of you concur, you have established adequate reason to hold the prisoner on a drunk driving charge.

With the prisoner's consent, it also is proper policy to have him examined by a physician and to take blood samples for the determination of alcoholic content. When a physician has examined the prisoner and blood samples have been taken, ask the doctor and laboratory technician to complete and sign the appropriate sections on the reverse of the form. Case, accident, and arrest numbers will be recorded in the records division where the alcohol report is filed with the case.

### **HOLD FOR INVESTIGATION REPORT**

As an arresting officer you will often find that immediate release of a prisoner on bail or permitting him to communicate with outside persons will interfere with continuous investigation which must be done by the detective division. In this kind of situation you should initiate a "Hold For Investigation Report," Form 29. This form, when properly executed, assures the department that the prisoner will be held by proper authority under adequate restrictions according to law and the rules and regulations of the department.

Prepare the "Hold For Investigation Report" in duplicate when you think that the circumstances justify holding the prisoner for the detective division with or without communication.

Give the full name of the prisoner, case number, date and hour of arrest, arresting officers, the charge, reason for holding the prisoner, and instructions to the booking officer. Obtain the signature, and note the date and hour of the signature, of the commanding officer who authorized you to hold the prisoner.

After the report has been signed by your commanding officer, present it to the booking officer, who will note the restrictions on the arrest record, file the duplicate in a "Hold For Investigation File," and forward the original to the detective division.

HOLD FOR INVESTIGATION

Name \_\_\_\_\_ Case No. \_\_\_\_\_  
 Date of Arrest \_\_\_\_\_ Hour of Arrest \_\_\_\_\_  
 Arresting Officers \_\_\_\_\_  
 Charge \_\_\_\_\_  
 Reason for Request \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Investigation Authorized by \_\_\_\_\_ Date \_\_\_\_\_ Hour \_\_\_\_\_  
 Investigation Released \_\_\_\_\_ Date \_\_\_\_\_ Hour \_\_\_\_\_

FORM 29. Hold For Investigation Report (8"x5").

By the time the detective division receives the original, a duplicate of your investigation report will have arrived, explaining in detail the reasons and extent of need for further investigation. When the detective division has completed the investigation, the detective who worked on the case will complete the line, "Investigation Released," and return it to the booking officer. The latter will cross out the "hold for investigation" note made on the arrest record, make changes in the charge as indicated by the detective, and record his initials, time, and date as indication that he has followed the prescribed procedure.

If you later discover that there is need for further restrictions on the prisoner, make a second set of "Hold For Investigation" forms indicating the necessary restrictions.

The officer who has charge of the jail will make daily inspections of the "Hold For Investigation File" in an effort to discover prisoners who are being held for investigation longer than the law or departmental policy allows. Violations of these regulations are reported to the proper authority.

**REQUEST TO COURT FOR CHANGE**

As the booking officer, you will often need to provide written notices to the court of booking changes which require alterations in the court docket when the court is some distance removed from your office. The prisoner may have been released without prosecution, his availability delayed, or the charge changed. A "Request To Court," Form 30, is useful in forwarding this information.

**REQUEST TO COURT**

Defendant \_\_\_\_\_ Arrest No. \_\_\_\_\_ Case No. \_\_\_\_\_

Docket No. \_\_\_\_\_ Date of Arrest \_\_\_\_\_

Original Charge \_\_\_\_\_

Request for Dismissal \_\_\_\_\_ Continuance \_\_\_\_\_ Change in Charge \_\_\_\_\_

Charge Changed to \_\_\_\_\_

Continue to \_\_\_\_\_

Reasons \_\_\_\_\_

Was Court Clerk Notified by Phone? \_\_\_\_\_

Unable to execute warrant on above subject; please attach complaint and return to Records Division for filing \_\_\_\_\_

Date and Hour \_\_\_\_\_ Booking Officer \_\_\_\_\_

FORM 30. Request To Court (8"x5").

When you need to provide a written request for dismissal, continuance, or change in the charge, get the name of the defendant, docket number, arrest number, case number, and original charge from the arrest record and present this information on the "Request To Court." Mark the request as one for dismissal, continuance, or change in charge. If the request is for a change in charge, record the new charge. Give the suggested date for trial, if your request is for a change in date. In any event, explain your reasons for the request. If the change of circumstances came about suddenly, you also will want to indicate that the court clerk was notified by phone. When a dismissal request is due to the inability of your department to serve the warrant on the subject, request

that the court attach the complaint to your request and return both to the records division for filing. Record the date and hour of the report and sign it.

On receipt of the request, the court clerk makes the proper notation in his docket and staples the "Request To Court" to the arrest record and disposition sheet, and returns them to you. Later you will send them to the records division for filing.

**REQUEST FOR INTERNMENT**

Either state law or the policy of your department will require that prisoners suspected of venereal disease shall be examined by health authorities and that those who are diseased shall be treated. If you are the arresting officer and you suspect or the prisoner states that he is infected, initiate a "Request for Internment," Form 31. This form, prepared in duplicate, gives your reasons for requesting an examination, places responsibility for detention on the commanding officer, informs the booking officer of restrictions on the prisoner, and notifies health authorities that the person is being held for examination.

Adequate space is provided for recording the date; case number; name and address of the prisoner; the prisoner's age, sex,

REQUEST FOR INTERNMENT

Date \_\_\_\_\_ Case No. \_\_\_\_\_

Name of Prisoner \_\_\_\_\_ Address \_\_\_\_\_

Sex \_\_\_\_\_ Age \_\_\_\_\_ Color \_\_\_\_\_ Occupation \_\_\_\_\_

Married \_\_\_\_\_ Single \_\_\_\_\_ Divorced \_\_\_\_\_ Time of Arrest \_\_\_\_\_

Place of Arrest \_\_\_\_\_ With Who Arrested \_\_\_\_\_

Charge \_\_\_\_\_ Prior Record \_\_\_\_\_

Circumstances of Arrest \_\_\_\_\_

\_\_\_\_\_

Physician's Diagnosis \_\_\_\_\_

\_\_\_\_\_

Date of Internment \_\_\_\_\_ Negative Results \_\_\_\_\_ Date Begin Treatment \_\_\_\_\_

Date Treatment Terminated \_\_\_\_\_ Signature \_\_\_\_\_

Physician

color, occupation and marital status; time and place of arrest; with whom arrested; the charge; prior criminal record; and the circumstances of the arrest. The most significant part of the report is your reason for requesting the examination.

Complete the form, affix your signature, and forward the report to your commanding officer for his approval.

The "Request For Internment," Form 31, is in essence an "internment order." Space is provided for the physician's diagnosis, date of internment, negative results, date of first treatment, the date treatment was terminated, and the signature of the physician.

Send the approved report, both original and duplicate, to the booking officer. The latter will insert the words "Held for Internment" in the space for "Charge" on the arrest record and place both copies in the front of the jail file. Either the booking officer or a clerk will send the original to the health department and the duplicate to the records division to be filed with the case.

At the health department the physician conducts the examination and records his diagnosis. If he gets negative results, he notes this fact on the form and returns the signed report to the police department. If the prisoner is found contagiously infected, the physician records the date of internment and the date treatment began, and retains the form. At the conclusion of the treatment, he notes the date treatment was terminated and returns the "Request for Internment" to the booking desk, where it is retained until a monthly report is prepared.

### **INJURED PRISONER REPORT**

Prisoners often are injured before or during an arrest or suffer from some infirmity, prior injury, or disease. Others may be injured in jail. If you have a prisoner in custody, as the arresting officer or jailer it is your responsibility to have him examined by a physician at a hospital or at the jail when he exhibits any evidence of serious injury or illness. Take every unconscious person to a hospital immediately. No prisoner should be taken to a hospital for examination or treated at the jail unless you have initiated an "Injured Prison Report," Form 32. This report protects both the prisoner and your department by giving assurance that the former has been examined and treated.

If you are the officer who has him in custody at the time of the examination, enter the prisoner's name and the case number at the top of the report. Answer the question, "Has the prisoner an alcoholic breath?" Request of the physician that he complete the remainder of the report, which includes the nature and extent of injuries, treatment given, time entered hospital, date, time and date discharged, and the names of the nurses in attendance. The most important question to be answered by the physician is: "In your opinion is the physical condition of this prisoner such that he may be held in custody in (name) Jail without endangering his life or health?" Sign the report and request that the doctor sign it, giving the name of the hospital where the prisoner was examined and treated. Forward the report to the records division where it will be filed with the case. Make a supplementary investigation report if you are in possession of facts not heretofore reported.

INJURED PRISONER REPORT

Name of Prisoner \_\_\_\_\_ Case No. \_\_\_\_\_

Has the Prisoner an Alcoholic Breath? \_\_\_\_\_ Nature of Injuries \_\_\_\_\_

\_\_\_\_\_

Treatment given \_\_\_\_\_

\_\_\_\_\_

In your opinion is the physical condition of this prisoner such that he may be held in custody in the \_\_\_\_\_ jail without endangering his life or health?

Answer yes or no \_\_\_\_\_.

Time Entered Hospital \_\_\_\_\_ Date \_\_\_\_\_ Time Discharged \_\_\_\_\_ Date \_\_\_\_\_

Nurses in Attendance \_\_\_\_\_

Officer \_\_\_\_\_ Signed \_\_\_\_\_ M.D. or Interne

Name of Hospital \_\_\_\_\_

FORM 32. Injured Prisoner Report (8"x5").



## *Chapter XX*

### **PROPERTY CONTROL REPORTS**

**A**S IN CASES OF ARRESTED PERSONS, your department is the custodian of recovered and found property, evidence, and personal property which comes into its possession through arrests, criminal investigations, and other ways. In the performance of this custodial function, the department must maintain a system of reporting which will assure a chain of possession, identify property, provide for its protection and safekeeping, prevent unauthorized release or loss, and establish responsibility for release.

The combined reports necessary to proper property control include 5"x8" property record, 5"x8" property envelopes, 5"x3" property index cards, 5"x8" general and prisoner property receipts, 5"x3" automobile receipts, and 8"x10" prisoner property envelopes. Property records, tags, envelopes, and index cards are prepared when the department receives any property of any kind except property that it owns or prisoner's property of a size that will fit into a prisoner's property envelope. General and prisoner property receipts are initiated when property is received at departmental headquarters, and automobile receipts are prepared when automobiles are stored at police or public garages.

If you are the officer who brought property in to police headquarters, it is your responsibility to complete the property record, property tags or envelopes, and a property index card.

#### **THE PROPERTY RECORD**

As stated earlier, the "Property Record," Form 33, is a 5"x8" card designed as the fundamental control record for all property received by the department other than its own property and property of a size that will fit into the prisoner's property envelope.

Complete only one property record for all property on a case turned in at any one time, regardless of the number of pieces.



BLANKVILLE POLICE DEPARTMENT  
PROPERTY RECORD CARD

Record No. \_\_\_\_\_ Bin No. \_\_\_\_\_ Case No. \_\_\_\_\_  
Physical Ev. ( ) Personal Prop. ( ) Found Pro. ( ) Rec. Goods ( )  
Name of Owner \_\_\_\_\_ Address \_\_\_\_\_  
Description of Property \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

No. of Pieces \_\_\_\_\_  
Officer \_\_\_\_\_ Date \_\_\_\_\_ Hour \_\_\_\_\_

FORM 33. Property Record Card (8"x5").

On the report form, record the tag number and case number and identify the property as evidence, personal property, found property, or recovered goods. Give the full name and address of the owner of the property. Describe the property (see Appendix C for information), giving the number of pieces. Sign the property record and give the date and hour that you completed the report.

If the property involves more than one piece or bundle, attach the property record to one of the pieces. You can tie the other pieces into the property record by the use of property tags.

**PROPERTY TAGS AND ENVELOPES**

Property tags and property envelopes are used to identify each individual piece of property. Make use of the "Found Property" envelope, Form 34, or the "Evidence" envelope, Form 35, depending upon the size of the article and the reason property is being held. Use the "Found Property" tag, Form 36, or the "Evidence"

**FOUND PROPERTY**

CASE NO.

Fd. By..... DATE.....

Address.....

Where Found.....

Article.....

.....

.....

Officer..... No.....

Date..... Hour.....

Additional data or remarks.....

.....

.....

.....

.....

.....

**POLICE DEPT., PROPERTY DIVISION**

314-497 2M 7-54

FORM 34. Found Property Envelope (5"x8").

# EVIDENCE

Deft.....Case No.....

Name.....Date.....

Offense.....Date.....

Articles.....

.....

.....

.....

Prop. of Def?.....Prop of Comp.....

Prisoner.....Arr. by.....

Officer.....

Additional Remarks.....

.....

.....

.....

.....

.....

.....

.....

**POLICE DEPT, Property Division**

314-401 2M 7-54

tag, Form 37, to identify articles too large to fit into a "Found Property" or "Evidence" envelope. Use a plain shipping tag or a plain manila envelope to identify property that is neither "found" or "evidence." Tags and envelopes are identical as to required data. The required information on both is self-explanatory.

**PROPERTY INDEX CARD**

The property index card is a plain 5"x3" card. If you are the officer who brought the property in, copy all of the essential information from the "Property Record" on this card (see Form 38).

<b>FOUND PROPERTY</b>	
<b>Fd. by</b> _____	<b>CASE NO.</b>
<b>Address</b> _____	<b>DATE</b>
<b>Where Found</b> _____	
<b>Article</b> _____	
_____	
_____	
(OVER) <b>Officer</b> _____	<b>No.</b>
<b>Date</b> _____	<b>Hour</b>
<b>POLICE DEPT., PROPERTY DIVISION</b>	

FORM 36. Found Property Tag (3"x5").

<b>EVIDENCE</b>	
Def't.....	Report No.....
Victim.....	Date.....
Offense.....	Date in.....
Articles.....	
_____	
_____	
Prop. of Def?.....	Prop. of Comp?.....
Prisoner Arrested by.....	
Officer.....	
<b>POLICE DEPARTMENT</b>	<b>(Over)</b>

FORM 37. Evidence Tag (3"x5").

Deliver the property, along with the property record, property tags or envelopes, and property index card to the person in the property division who has been designated to receive it. Enter in a property ledger a brief description of the property and the tag or envelope number, and initial your entry.

### RECORDS DIVISION PROCEDURE

If property is being held for the prisoner, the receiving officer will check the property against the entries in the ledger and sign his name immediately below the last entry as evidence that he has received the property. Each subsequent change in custody will be recorded in the same manner until the property clerk takes charge of the property, and each change follows the same procedure.

The property clerk stores the property after noting the bin number on all of the essential reports. He sends the Property Record to the records division, where it is filed with the case. He then files the Property Index card in his own office according to the tag or envelope number, class, or description. This file serves as the property clerk's inventory of the property on hand.

If property is to be held as evidence, follow a slightly different procedure. Make your entry in the property ledger and leave the evidence and reports in a locked cabinet for the laboratory technician. The laboratory technician will handle the reports in the same manner as the property clerk handles other property reports.

#### PROPERTY INDEX CARD

Record No. \_\_\_\_\_ Bin No. \_\_\_\_\_ Case No. \_\_\_\_\_  
 Ph. Ev. \_\_\_\_\_ Per. Prop. \_\_\_\_\_ Found Pro. \_\_\_\_\_ Rec. Goods \_\_\_\_\_  
 No. of Pieces \_\_\_\_\_  
 Description of Property \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Name of Owner \_\_\_\_\_  
 Address \_\_\_\_\_  
 Date Claimed by Owner \_\_\_\_\_  
 Date Sold at Auction \_\_\_\_\_  
 Officer \_\_\_\_\_ Date \_\_\_\_\_ Hour \_\_\_\_\_

RECEIPT FOR AUTOMOBILE

Since an automobile can't be delivered to headquarters like other property or evidence, you should take it directly to a police or public garage. At the garage complete a "Receipt For Automobile," Form 39. In completing the face of the form, record the case number; owner's full name (registered owner); the address where the car is stored; the date and hour of storage; your name; the make, type, model, motor number, license number, and accessories on the automobile; the name and address of the storage garage; name and address of the company that towed the automobile, and the signature of the person at the garage who received it. On the reverse side of the form state the condition of the automobile at the time of storage and the circumstances which necessitated the storage.

Deliver the "Receipt For Automobile" to the property clerk as though it were the vehicle itself. Complete the same records that you would complete if the car were any other property.

The property clerk dates and signs the receipt, completes the necessary index cards and files the receipt in his office. Once the automobile is to be released, the receipt is delivered to the owner, who presents it to the garage for release of the automobile to him. The garage has instructions not to release the car except upon presentation of the receipt.

RECEIPT FOR AUTOMOBILE

Case No. \_\_\_\_\_

Name of Owner \_\_\_\_\_

Received at \_\_\_\_\_

Date \_\_\_\_\_ Hour \_\_\_\_\_ Officer \_\_\_\_\_

Make \_\_\_\_\_ Type \_\_\_\_\_ Model \_\_\_\_\_

Motor No. \_\_\_\_\_ License No. \_\_\_\_\_

Accessories \_\_\_\_\_

---

Stored at \_\_\_\_\_ Garage

Address \_\_\_\_\_

Towed by \_\_\_\_\_

Address \_\_\_\_\_

Received by \_\_\_\_\_

FORM 39. Receipt For Automobile (5"x3") (Front).

Condition \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Circumstances \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Auto to be delivered to \_\_\_\_\_

Signature

Date \_\_\_\_\_ By \_\_\_\_\_

Property Clerk

FORM 39. Receipt For Automobile (Reverse).

When you find personal property in a stored automobile, remove the property from the car and complete the same reports required for any other property or evidence. Make a notation on the "Receipt for Automobile" in order that the property clerk will release the other property when he releases the automobile. The property record cards for both the personal property and the auto are stapled together in the records division and filed with the case record.

**GENERAL RECEIPT FOR PROPERTY**

Don't release any property from the possession of the police department without obtaining a receipt. The "Receipt For Property," Form 40, is used for the release of all property other than automobiles and the personal property taken from the prisoner by the booking officer. This receipt assures the release of the right property to the right person by proper authority. It also contains an acknowledgment of the receipt of the property by the owner and the conditions under which it was released.

If you are the officer who is ordering the release, identify the property on the form by listing the case, record, and bin numbers and a complete description. State the conditions of release, sign the receipt on the line "Approved by," and require the person to



whom the property is being released to sign his name and give his address in order that the property clerk later may identify him by the signature.

The property clerk will indicate the name and address of the person to whom the property is released, sign his name on the line "Released by," and require the person who receives the property to sign for it. Later he will forward the receipt to the records division where it is filed with the case record.

BLANKVILLE POLICE DEPARTMENT  
RECEIPT FOR PROPERTY

Case No. \_\_\_\_\_ Bin No. \_\_\_\_\_ Record No. \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Physical Evidence (—) Personal Property (—) Recovered Property (—)

Found Property (—)

Name \_\_\_\_\_ Address \_\_\_\_\_

Description of Property Released \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Circumstances of Release \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Released to \_\_\_\_\_ Address \_\_\_\_\_

Released by \_\_\_\_\_ Approved by \_\_\_\_\_ Rank \_\_\_\_\_

Received from the Blankville Police Department, this date, the above described Property.

Signed \_\_\_\_\_





will be sent to his commanding officer who will cause the property so identified to be held for evidence and send the duplicate to be sent to the detective division.

On release, require the prisoner to produce his "Prisoner's Property Receipt." Space is provided on the form for him to sign his name as acknowledgment of receipt of the property. Record the date of release of the property, and sign the receipt yourself, giving your badge number and the address of the prisoner.

Keep the prisoner's receipt and forward it to the records division where it will be filed with the case record. In the event that the prisoner has lost or destroyed his original receipt, make a supplementary investigation report containing a list of the property obtained from the duplicate copy on file, and a note that the original receipt was lost or destroyed.

#### **PRISONER'S PROPERTY ENVELOPE**

After you initiate the prisoner's property receipt, place the prisoner's property (property taken from his person) in a "Prisoner's Property Envelope," Form 42. Space is provided on the property envelope for the prisoner's name, the property receipt number, and the date. Spaces are provided over the entire face of the envelope for the insertion of this information in order that it may be used a number of times.

## *Chapter XXI*

### **IDENTIFICATION REPORTS**

**T**HE COMPLETION OF IDENTIFICATION reports is often the last important phase of operational reporting. These reports are the very foundation of the identification phase of any criminal investigation. Once they are incorporated into the records of a police agency, they become a veritable storehouse of information useful in the determination of the identity of dead persons and prisoners and in establishing identity in relation to traces left at the scenes of crimes.

In recent years the fingerprint report form has become the most significant of a number of reports in this category. However, this report is not always available to establish identity or the relationship between the suspect and the crime scene. Description cards, photographs, and criminal history or "rap sheets" also serve their purpose in fulfilling the intention of identification reports. Some agencies also require the completion of single-fingerprint report forms in particular situations; and, in unusual circumstances, a photograph order may be necessary to cause photographs to be taken when otherwise departmental policy does not require a photograph.

Regardless of the type of identification report, there is one item that is common to all of these reports—the identification number. An identification number is assigned to each subject and is placed on each identification report in order that separate files may be maintained for identification purposes. This number, usually inserted in the upper right or left-hand corner of the report, is assigned to each criminal to identify all identification reports relating to him. He retains this number regardless of how many times he may be arrested, fingerprinted, or photographed.

#### **THE FINGERPRINT CARD**

The fingerprint report form or fingerprint card, Form 43, is the most important of all identification records. It combines the quali-

ties of simplicity, speed, accuracy, and objectivity which are so necessary to identification records.

The standard fingerprint card, 8"x8" in size, is used in almost all jurisdictions throughout the country. This card, made of durable material, provides adequate space for essential information and withstands natural wear and tear from use in the police files.

Although police agencies differ as to the required number of copies of this report, adequate fingerprint reporting demands three: one for the local files, one for the state bureau files, and a final copy for the Federal Bureau of Investigation. Additional

LEAVE THIS SPACE BLANK		Doe John M LAST NAME FIRST NAME MIDDLE NAME			SEX M
FBI No.	C.I.I. No.				RACE W
SIGNATURE OF PERSON FINGERPRINTED <i>John Doe</i>		CONTRIBUTOR AND ADDRESS		ALIASES Charles Ray Dixon	HT (IN) WT. 5'10" 150
RESIDENCE OF PERSON FINGERPRINTED 318 Maple, Centerville					DATE OF BIRTH 1/8/17
OCCUPATION Construction (Laborer)		CONTRIBUTOR'S NO.	LEAVE THIS SPACE BLANK		
SCARS AND MARKS None	AMPUTATION None	PLACE OF BIRTH Centerville, Cal	CLASS		
		CITIZENSHIP U.S.A.	REF		
SIGNATURE OF OFFICIAL TAKING FINGERPRINTS <i>Ralph J. McDowell</i>		DATE 1/8/60	<input checked="" type="checkbox"/> CHECK IF NO RECORD IS DESIRED		
1. RIGHT THUMB	2. RIGHT INDEX	3. RIGHT MIDDLE	4. RIGHT RING	5. RIGHT LITTLE	
6. LEFT THUMB	7. LEFT INDEX	8. LEFT MIDDLE	9. LEFT RING	10. LEFT LITTLE	
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY		SEARCHED BY	RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY		
		CHECKED BY			
		LEFT THUMB	RIGHT THUMB		

STATE BUREAU OF CRIMINAL IDENTIFICATION AND INVESTIGATION  
SACRAMENTO, CALIFORNIA

FORM 43. Standard Fingerprint Card (8"x8") (Front). Courtesy of State Bureau of Criminal Identification And Investigation Sacramento, California.)

STATE OF CALIFORNIA  
DEPARTMENT OF JUSTICE  
**BUREAU OF CRIMINAL IDENTIFICATION AND INVESTIGATION**  
P. O. BOX 1859, SACRAMENTO 9, CALIFORNIA

CURRENT ARREST OR RECEIPT		
DATE ARRESTED OR RECEIVED	CHARGE OR OFFENSE <small>(If code citation is used it should be accompanied by charge)</small>	DISPOSITION OR SENTENCE <small>(Include ONLY FINAL dispositions)</small>
		<p style="text-align: center; margin: 0;">FOR INSTITUTIONS USE ONLY</p> <p style="margin: 0;">Sentence expires.....</p>
<p>Nearest relative or friend.....</p> <p>Name.....</p> <p>Address.....</p> <p>Crime and/or arrest report number.....</p> <p>Social Security number.....</p> <p>Drivers license number.....</p>		<p style="text-align: center; margin: 0;"><b>INSTRUCTIONS</b></p> <ol style="list-style-type: none"> <li>1. TYPE OR PRINT all information.</li> <li>2. Note amputations in proper finger squares.</li> <li>3. REPLY WILL QUOTE ONLY NUMBER APPEARING IN THE BLOCK MARKED "CONTRIBUTOR'S NO."</li> <li>4. Indicate any additional copies for other agencies in space below—include their complete mailing address.</li> <li>5. Do not withhold submission of fingerprints waiting for development of photograph.</li> </ol>
		<p><b>SEND COPY TO:</b></p>  

FORM C11-6

① Δ SPO

FORM 43. Standard Fingerprint Card (Reverse) .

copies may be provided if the agency maintains an exchange of prints with other local, state, or federal agencies.

**Who Should Be Fingerprinted?**

Police agencies also disagree as to who should be fingerprinted, but proper reporting seems to dictate that all persons, with the exception of traffic violators and those charged with the violation of city and county ordinances, should be subjected to the process. Any prisoner who is subject to fingerprinting on the basis of an offense for which he is arrested should be printed each time he is arrested in order that his criminal record may be kept current and



complete. A police agency that does not have established rules regarding this matter would do well to adopt those indicated above since all other identification reports depend, to a great degree, on settled policies in relation to the fingerprint record.

### **Who Should Be Responsible for the Fingerprint Report?**

Many police agencies require that the matter of completing the fingerprint card shall be the responsibility of the identification bureau in the records division. Others place this responsibility on the arresting officers. Either of these policies results in the loss of time and energy, increases the possibilities of escape, and has other general inconveniences. A number of progressive agencies have discovered that the jobs of fingerprinting and photographing prisoners can be performed effectively by members of the jail force. Neither of the jobs is difficult and both can be performed by jailers with a great amount of efficiency after some training in these procedures.

### **Fingerprinting Procedure**

After the completion of the booking procedure and before processing for incarceration in jail or release on bail, you should, if you are the jailer on duty, take the prisoner into custody for the purpose of fingerprinting and photographing through facilities provided inside the jail.

The matter of completing the fingerprint card is not a difficult task, but the value of this report depends upon the legibility of the ridge detail of the prints that you take. Faulty or careless taking of the prints will render the report useless.

The inked impressions of the fingers that you should record on the standard fingerprint card fall into one of two categories—rolled or plain. The card provides for ten individual squares in two rows; place rolled impressions in these squares. Make these impressions by a rolling motion of each individually inked finger of the suspect, rotating the finger approximately 180 degrees.

Generally, it is possible for fingerprint technicians to arrive at a proper classification of fingerprints from these rolled impressions; but, since this is not always possible, provision is made for includ-

ing plain impressions on the same card. Take plain impressions of all four fingers of a hand simultaneously on the bottom of the fingerprint card. Make impressions of the left four fingers on the left side of the card and the right four on the right. Take thumb prints separately to the right and left of the midline of the card in a position on the card corresponding to their position on the hands. It is also good practice to take the plain impression at a slight angle to the verticle in order to bring the short little finger up into a position where it will show on the fingerprint card. When you take plain impressions, you should be careful not to superimpose the impressions over the area designated for the signature of the prisoner on the card; the signature is often used for purposes of handwriting comparisons. Finger impressions conflict with and detract from handwriting specimens.

These plain impressions serve at least two useful purposes in establishing the fingerprint card as a valid identification record. The person who classifies the prints often uses them as a means of verification of the position and sequence of rolled impressions. If the ridge detail is not clear in the rolled impressions, the plain impressions afford another opportunity for finding clear ridge detail necessary to correct classification.

Although you need not be an expert in fingerprinting, you should have the knowledge of what constitutes a fingerprint pattern and what constitutes a single, legible, classifiable pattern. Knowledge of the points required for proper classification is also an aid in the taking of good impressions. Points which are often missed in rolled impressions, and which are very essential to correct classification, are the *deltas*. If, in taking the prints, you have been taught to look for the deltas in those which contain deltas and to make sure that they are clear in the rolled impressions, the patterns should be classifiable.

### **How To Take The Prints**

The following rules should prove helpful in the taking of good impressions:

1. Be sure that the inking plate, card holder, and roller are thoroughly clean. Denatured alcohol is a good cleaning fluid.

The film on the plate must be fresh; good impressions cannot be made with a film of ink that is dry or hard.

2. Daub a small amount of printer's ink on the plate, roll the ink and cross-roll it in order to prevent excessive inking.

3. Insert the fingerprint card securely in the cardholder.

4. Instruct the subject to relax and to allow you to do the work.

5. Have the person being printed stand immediately in front of the cardholder or between the inking plate and the cardholder in order that impressions will be straight on the card when rolled.

6. Roll each finger individually on the inked slab, making certain that it is inked over the main surface of the finger tip and below the first joint.

7. Roll each finger on the designated square from "nail to nail" on the fingerprint card, beginning with the thumb of the right hand.

8. Roll all four fingers toward the little finger of the subject's hand.

9. The thumbs may be rolled either way since there is no particular strain on them when extended.

10. The four fingers should remain together and extended for the taking of plain impressions. Re-ink the fingers before taking the plain impressions. Place the plain impressions in the appropriate places on the fingerprint card. Press tightly on the subject's hand with your free hand in order to cause the impressions to be clear.

11. Be sure to sign the card and have the subject sign it at the appropriate places on the face of the card.

### THE DESCRIPTION CARD

Although the "Description Card," Form 44, at first glance, may seem unnecessary reporting and a repetition of information provided on the fingerprint card (reverse side), you should com-

#### PHYSICAL DESCRIPTION CARD

Ident. No. \_\_\_ (1) \_\_\_ Taken by \_\_\_\_\_ Case No. \_\_\_\_\_  
 Name \_\_\_\_\_ (2) \_\_\_\_\_ Address \_\_\_\_\_  
 Aliases \_\_\_\_\_ Nickname \_\_\_\_\_  
 Date Arrested \_\_\_\_\_ F. P. Class \_\_\_\_\_  
 Crime \_\_\_\_\_ Sex \_\_\_\_\_ (3) \_\_\_\_\_ Color \_\_\_\_\_ (4) \_\_\_\_\_  
 Height — (5) — Weight — (6) — Build — (7) — Age \_\_\_\_\_ (8) \_\_\_\_\_ Hair \_\_\_\_\_ (9) \_\_\_\_\_  
 Eyes \_\_\_\_\_ (10) \_\_\_\_\_ Complexion \_\_\_\_\_ (11) \_\_\_\_\_ Teeth \_\_\_\_\_ (12) \_\_\_\_\_  
 Marks \_\_\_\_\_ (13) \_\_\_\_\_ Scars \_\_\_\_\_ (14) \_\_\_\_\_  
 Amputations \_\_\_\_\_ (15) \_\_\_\_\_  
 Dress \_\_\_\_\_ (16) \_\_\_\_\_ Habits \_\_\_\_\_ (17) \_\_\_\_\_

FORM 44. Physical Description Card (8"x5") (Front).

plete this form in ink when you do the fingerprinting and photographing. The description card, if properly constructed and maintained, may be used as a guide in completing the descriptive information on the fingerprint card once it reaches the records division. The original copy should later find its way to the case file to be used by officers in the overall investigation of the case; and, if separate personal description files are maintained, it can be useful in establishing identification in subsequent investigations.

### Identification Number (1)

The identification number is the same as that which appears on the fingerprint card. This number is inserted by the fingerprint clerk in the records division.

### Name, Address, Aliases, Nicknames, Date Arrested, Charge, and Case Number (2)

Obtain the name of the prisoner, his address, aliases, nicknames, date arrested, charges, and case number from the arrest sheet. In addition, you should question the prisoner regarding most of these matters in order to detect any discrepancies recorded at the time of booking. In case the prisoner is a woman, exercise care to record her given name, maiden name, and married name. Capitalize the full name of the prisoner.

### Sex (3)

Indicate whether male or female.

Peculiarities \_\_\_\_\_ (18) \_\_\_\_\_  
 Mannerisms \_\_\_\_\_ (19) \_\_\_\_\_  
 Occupation \_\_\_\_\_ (20) \_\_\_\_\_  
 Birthplace \_\_\_\_\_ (21) \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Home Town \_\_\_\_\_ (22) \_\_\_\_\_ Prior Addresses \_\_\_\_\_ (23) \_\_\_\_\_

Names and addresses of relatives \_\_\_\_\_ (24) \_\_\_\_\_

Names and addresses of associates \_\_\_\_\_ (24) \_\_\_\_\_

**Color (4)**

Color indicates race and may be presented as white (W), Negro (N), Oriental (O), or Indian (I). Note that abbreviations are permitted.

**Height (5)**

Do not guess at height. Facilities for measurement of exact height should be available in the jail.

**Weight (6)**

Determine the exact weight of the prisoner. Scales should also be available in the jail.

**Build (7)**

The prisoner may be described as large, medium, slim, or stocky. A large person may be described further as stout or very stout. Any person may be described as stooped or square-shouldered if either of these characteristics exist.

**Age (8)**

Take the prisoner's word for his age; for example, record the age as "25 years, claimed."

**Hair (9)**

This descriptive item calls for color and condition of the hair. Hair may be described as light blond, blond, dark blond, brown, black, red, white, mixed grey, or grey. Baldness and degree of baldness should be specified as frontal, occipital, top of head, or total. If the prisoner is a woman, you may need to note artificial coloring of the hair.

**Eyes (10)**

Indicate the color of the iris of the eye as blue, grey, maroon, yellow, light brown, brown, or dark brown.

**Complexion (11)**

Complexion may be described generally as dark, fair, or ruddy. Peculiarities such as freckles, pockmarks, or pustulous skin should be noted.

**Teeth (12)**

Don't give a description of teeth unless you observe a peculiarity or peculiarities such as missing, false, or gold teeth.

**Marks (13)**

Notations of marks should include distinctive marks such as large moles, tattoo marks, and birthmarks. Be careful to note the exact location of these marks.

**Scars (14)**

Indicate the type of scar, length, and the exact location.

**Amputations (15)**

State the exact member of the body that is missing and whether the loss was accidental or by surgery. Note missing fingers, toes, arms, or legs.

**Dress (16)**

The manner of dress may be described in general as neat or careless. Specific information may include "wears hat, casual or sport clothes, often dresses formally," etc.

**Habits (17)**

Personal habits of the prisoner may include drug addiction; heavy drinker or smoker; gambler; frequenter of race tracks, pool halls, dance halls, baseball parks, resorts, etc.

**Peculiarities (18)**

The prisoner's peculiarities may include lameness, bowlegs, pigeon toes, knock-knees, cauliflower ears, twitched features, rapid or slow gate, wearing of glasses, carrying a cane, and stuttering or other speech defects.

**Mannerisms (19)**

Classify as mannerisms any unusual gestures such as continuous pulling of the ears, picking or scratching the nose, or scratching the body. Unusual signs or gestures with the hands and arms may also be listed in this category.

**Occupation (20)**

List the prisoner's occupation as farmer, rancher, carpenter, jeweler, etc. Take his word as to his occupation. If the prisoner states that he has no occupation, list the occupation which he states that he has followed in the past. In the event that the prisoner gives no information as to his occupation, list it as "unknown."

**Birthplace and Date of Birth (21)**

As in the case of the occupation, take the prisoner's word for this information. Indicate the city, state, or nation and the date and year of birth. For example: "Oklahoma City, Oklahoma (claimed), August 24, 1914 (claimed)."

**Home Town (22)**

Give the location of the city or community in which the prisoner states that he lived during his youth or the place that he names as his home town; for example, "Kansas City, Kansas (claimed)."

**Prior Addresses (23)**

List the prisoner's complete addresses for the past five years. If enough space is not provided on the face of the form, make a notation and give the added information on the reverse side of the form.

**Names and Addresses of Relatives and Associates (24)**

Like much of the other identifying data, you must get this information from the prisoner. In listing relatives give complete information, including full name, relationship, street, house number, and city. Give like information for associates. Personal associates include those with whom the prisoner was arrested or those he gives as his personal friends.

**THE PHOTOGRAPHIC REPORT**

The photographic report necessary to identification records includes both a front and profile "mug shot" of the prisoner and the "Mug Form" which is stamped on the reverse side of the "mug shot." (See Form 45 and Form 46.)



### Who Should Be Photographed?

Police agencies differ as to their policies on photographing prisoners. However, one thing is certain: a department should establish a specific policy regarding this matter and include definite rules in its manual of procedure. It is the opinion of most authorities that it is sound policy to photograph all persons charged with felonies; misdemeanants who are charged with larceny, confidence games, and prostitution; and all persons upon whom photographic orders have been issued.

A photograph order such as the one which appears below, Form 47, should be completed by the investigating officer in situations where photographs are needed and departmental policy does not otherwise provide for the taking. The order includes the date, case number, the capitalized name of the person to be photographed, and the charge. The commanding officer must affix his signature before the order is valid. You, as the photographer, should complete the form, after taking the photograph, by signing your name on the line, "Taken by," and inserting the date, mug number, and comments in the appropriate places.



FORM 45. Mug Shot (5"x3").

MUG FORM

Case No. \_\_\_\_\_

Name \_\_\_\_\_ Ident No. \_\_\_\_\_

Sex \_\_\_\_\_ Color \_\_\_\_\_ Age \_\_\_\_\_ Ht. \_\_\_\_\_

Wt. \_\_\_\_\_ Build \_\_\_\_\_ Hair \_\_\_\_\_

Eyes \_\_\_\_\_ Comp. \_\_\_\_\_ Occup. \_\_\_\_\_

Marks, scars \_\_\_\_\_

Date Arrested \_\_\_\_\_ Charge \_\_\_\_\_

Criminal Specialty \_\_\_\_\_ F. P. Class \_\_\_\_\_

FORM 46. Mug Form (Reverse of Mug Shot).

PHOTOGRAPH ORDER

Case No. \_\_\_\_\_

Please take a photograph of \_\_\_\_\_

\_\_\_\_\_ Held on charges of \_\_\_\_\_

\_\_\_\_\_  
Commanding Officer

Date \_\_\_\_\_

Taken by \_\_\_\_\_

Date \_\_\_\_\_

Mug Number \_\_\_\_\_

FORM 47. Photograph Order (8"x5").

**The Procedure**

Your first step in the photographing of the prisoner is to check with the records division to determine whether the prisoner has been previously photographed by the department. If previous photographs were taken over three years ago, or the existing "mug shots" are a poor likeness of the prisoner as of the present time, departmental policy should allow you to take new photographs without a photograph order.

Photograph the prisoner in a frontal view and in profile on the same film. The front view permits ready recognition of the indivi-

dual by witnesses, but the profile is necessary to certain other identification.

One of the secrets of good "mug shots" is the proper position of the head of the subject. In order to obtain this position, draw two lines crossing each other at an angle of 75 degrees on the ground glass with a pencil. The head of the subject in the profile photograph should occupy such a position that the intersection of the lines is at the outer corner of the eye and the horizontal line passes through the center of the ear. In the frontal view the lines should intersect at the point where the nose meets the forehead.

A black background will prove most satisfactory for photographing white persons. Use a grey background for photographing colored people. If possible, the light should be uniform for all photographs. You can accomplish this by using artificial light, which should come chiefly from above with some from the front and sides.

Place a 4" by 5" studio camera equipped with a portrait lens on a studio camera-stand. Seat the subject in a straight-backed chair looking immediately forward. The camera lens should be approximately on a level with the eyes of the subject. It is very important that you adjust speed and lens openings and that the camera is properly focused, but these adjustments must be made in accord with the conditions under which the photographs are taken.

## APPENDICES



## Appendix A

### ELEMENTS OF GRAMMAR

**W**ORDS ARE THE MOST IMPORTANT tools of report writing. They are visible evidence of thoughts, and the means whereby thoughts are conveyed to others. Your success in writing depends upon the confidence with which you approach the writing of a report as well as the clarity with which you express your ideas. Since success is your goal, you must be effective in your choice of words, construct your sentences properly, and punctuate to the advantage of the reader. The very foundation of such accomplishments is the knowledge which you possess of the parts of speech.

#### Nouns

A *noun* is a name word; it names a person, place, thing or quality.

The *suspect* gave us a *statement*.

A *proper noun* is the particular name of a person or thing.

*Raymond Holt* gave us a *statement*.

A *common noun* is the name of a class of persons or things.

Several *trees* were growing along the *roadside*.

#### Pronouns

A *pronoun* is a word used in place of a noun.

*He* came to the door of the cabin and shouted at the group.

A *personal pronoun* indicates the person speaking, the person spoken to, or the person or thing spoken of.

*I* am asking *you* to drop *it*.

The *relative pronoun* refers to a noun or pronoun used previously in the sentence.

All articles *which* were on the table were checked for fingerprints.

He *who* was injured was transported to the hospital.

The *interrogative pronoun* is used to ask a question.

The suspect shouted, "*Who* are you?"

The *demonstrative pronoun* points out directly a person, place, or thing.

*This* is the best report that I have written.

The *indefinite pronoun* points out a person or thing less exactly than a demonstrative pronoun does.

*Everybody* left the scene at two o'clock.

*Compound personal or reflexive pronouns* are used to emphasize or to indicate reflex action. They are always used with nouns or other pronouns.

The suspect *himself* admitted responsibility for the accident.

The gun *itself* was in full view.

## Adjectives

An *adjective* is a word which describes or limits the meaning of a noun or pronoun.

The victim described the suspect as a *tall, heavy* man dressed in *dirty, unkempt* clothing.

The boy was *large* for *his* age. (*His* is a *possessive adjective*).

## Adverbs

An *adverb* is a word which describes or limits a verb, adjective, or another adverb.

The victim stated that a *rather* tall boy ran *very quickly* down the street.

## Verbs

A *verb* is a word which expresses action, being, or state of being.

Hendrix *called* the police station. (Action)

These *were* his last words. (Being or state of being)

A *verbal* (*participle, infinitive, or gerund*) is a word formed from a verb, but used as another part of speech. A *participle* is a verbal adjective; an *infinitive* is a verbal used as a noun, adjective or adverb; a *gerund* is a verbal noun.

*Longing* (participle) for his freedom, he tried *to improve* (infinitive) his lying (gerund).



## Conjunctions

A *conjunction* is a word which connects words, phrases, or clauses.

*Coordinating conjunctions* connect words, phrases, or clauses of equal value.

Roberts and Rhelm arrived at the scene, *but* they did not investigate the storeroom.

*Subordinating conjunctions* connect clauses of unequal value.

The detectives were late *because* they checked the suspect's criminal record before their departure.

## Prepositions

A *preposition* is a word used to show the relationship between a noun or pronoun (the object of the preposition) and some other word in the sentence.

The prowler hid *under* the house.

Considerable evidence was discovered *in* the automobile.

## Interjections

An *interjection* is a word which expresses strong or sudden feeling and has no grammatical connection with the rest of the sentence.

The witness exclaimed, "*Oh*, what a terrible accident!"

## CASE

*Case* is the form or use of a noun or pronoun that shows its relation to other words in the sentence. There are three cases: *nominative*, *possessive*, and *objective*.

### Nominative Case

The subject of a verb is in the *nominative case*.

The *victim* was a juvenile.

*He* was a juvenile.

Caution: Do not be confused by intervening parenthetical expressions.

*Wrong: Whom* did you say investigated the case?

*Right: Who* did you say investigated the case?

The *predicate nominative* or *subject complement* is also in

the nominative case. This is a word that completes the verb and refers back to the subject.

It is *I*.

The culprit might have been *he*.

### Objective Case

The *direct object* of a verb or verbal (a word that receives the action of the verb or verbal) is in the *objective case*.

The witness told the *officers* her story.

To give the public good *service* was the officer's only desire.

The *object* of a *preposition* is in the *objective case*.

A group of *us officers* went to the *game*.

The *subject and the object of an infinitive* is in the objective case.

We want *him* to be an officer's friend (subject).

The witness believes the suspect to be *him* (object). (In this sentence *him* is in the objective case to agree with suspect, which is the subject of the infinitive.)

### Possessive Case

A noun or pronoun expressing ownership is in the possessive case.

The *suspect's* fingerprints were taken.

The gun was *his*.

Caution: Ordinarily, do not use the possessive with intangible terms.

*Wrong:* The *suspect's* appearance was deceiving.

*Right:* The appearance of the suspect was deceiving.

A noun or pronoun which modifies a gerund (verbal noun) is in the possessive case.

The authorities were surprised about the *prisoner's* leaving.

Certain expressions, such as those of time and measure, require the possessive form.

After two *days'* work we located the witness.

The suspect bought the child a *dollar's* worth of candy.

## AGREEMENT

*Agreement* is the grammatical relationship of words in respect to their person, number, gender, or case. The person of a pronoun indicates whether one is speaking (I), is spoken to (you), or is spoken of (he, she, it). *Number* is the form of a noun or pronoun which indicates whether one or more persons or things are named. (The singular indicates one; the plural, more than one.) *Gender* indicates the sex or sexlessness of a person or thing named by a noun or pronoun.

A subject and its verb must agree in number and person, regardless of intervening modifiers (adjectives, adverbs, etc.).

A large *group* of cars *was parked* outside the hideout.

This *officer*, as well as his associates, *is* interested in the public.

Singular subjects joined by *and* take a plural verb; however, if the singular subjects represent a collective idea, a singular verb should be used. The singular verb is also used if a compound subject is modified by *each* or *every*.

The *gun* and *cartridge* *were* on the floor.

Your *friend* and *protector* *is* here to serve you.

Each boy and girl in the class *was* questioned.

Every man and woman at the scene *was* questioned.

Singular subjects joined by *either . . . or*, *neither . . . nor* take a singular verb; however, if the subject is made up of a singular and a plural noun or pronoun, the verb agrees with the nearest subject.

*Neither* the witness nor his employee *is* sure of the facts.

*Either* he or his associates *are* responsible.

A collective noun takes a singular verb when the group is regarded as a unit, but plural verb when it indicates individuals within the group.

The crowd *has* dispersed.

The crowd *were* on their respective ways to their homes.

In a sentence containing *there is* or *there are*, the verb should agree with the subject which follows:

There *are* a loop, whorl, and an arch in the fingerprint patterns.

There *is* a number of witnesses available.

A pronoun must agree with its antecedent in number, gender, and person.

Every boy in the neighborhood volunteered *his* assistance.

*Demonstrative adjectives* (this, that, these, those) must agree in number with the nouns they modify.

The police department wants this kind of pictures.

The police department wants *these kinds* of pictures.

### FORMS OF THE VERB

The various forms of the verb indicate time.

#### Principal Parts

The *principal parts* of a verb are the *present tense*, the *past tense*, and the *past participle*. From these all other forms are derived.

A regular verb forms its third person singular by adding *s* or *es*; it forms its past tense and past participle by adding *d* or *ed*.

desire . . . . desires

desired . . . . desired

drown . . . . drowns

drowned . . . . drowned

flow . . . . flows

flowed . . . . flowed

reach . . reaches

reached . . . . reached

An *irregular verb* forms the past tense and the past participle by changing its vowel or by changing its form completely.

am, is

was, been

come, comes

came, come

drink, drinks

drank, drunk

hide, hides

hid, hidden

Caution: Do not confuse the past tense and the past participle of irregular verbs. The past tense is used alone; the past participle is used with some form of the auxiliary verb *be* to form the passive voice and the auxiliary verb *have* to form the perfect tenses.

#### *Principal Parts of Commonly Used Verbs*

<i>Present</i>	<i>Past</i>	<i>Past Participle</i>
arise	arose	arisen
awake	awoke	awaked
bear	bore	borne
become	became	become
begin	began	begun

<i>Present</i>	<i>Past</i>	<i>Past Participle</i>
bet	bet	bet
blow	blew	blown
break	broke	broken
bring	brought	brought
burst	burst	burst
choose	chose	chosen
climb	climbed	climbed
dive	dived	dived
do	did	done
draw	drew	drawn
driven	drove	driven
eat	ate	eaten
fall	fell	fallen
fly	flew	flown
freeze	froze	frozen
get	got	got
give	gave	given
go	went	gone
grow	grew	grown
hang (to execute)	hanged	hanged
hang (to suspend)	hung	hung
know	knew	known
lay	laid	laid
lie	lay	lain
prove	proved	proved
raise	raised	raised
rise	rose	risen
ride	rode	ridden
ring	rang	rung
run	ran	run
see	saw	seen
shake	shook	shaken
shine	shone	shone
shrink	shrank	shrunk
sing	sang	sung
sink	sank	sunk
sit	sat	sat
speak	spoke	spoken
spring	sprang	sprung
steal	stole	stolen
swear	swore	sworn
swim	swam	swum
take	took	taken

<i>Present</i>	<i>Past</i>	<i>Past Participle</i>
teach	taught	taught
tear	tore	torn
throw	threw	thrown
wear	wore	worn
weave	wove	woven
wring	wrung	wrung
write	wrote	written

### Tense of the Verb

The tense of a verb means its time. The *present*, *past*, and *future* tenses (the simple tenses) indicate action, being, or state of being that *is* or *was* or *will be*.

He *practices* with his revolver each day. (present tense)

He *practiced* every day. (past tense)

He *will practice* every day. (future tense)

The *perfect tenses* (the *present perfect*, *past perfect*, and *future perfect*) are used to express action which is completed in the present, was completed in the past, or will be completed in the future. These tenses are formed with the corresponding form of the auxiliary verb *have* plus the past participle.

He *has practiced* an hour. (present perfect)

He *had practiced* an hour. (past perfect)

He *will have practiced* an hour at this time tomorrow. (future perfect)

The *future tenses* make the following distinctions between *shall* and *will*:

To express a simple future tense, *shall* is used in the first person and *will* in the second and third.

I *shall* investigate the case tomorrow.

We *shall* investigate the case tomorrow.

You *will* investigate the case tomorrow.

He (or they) *will* investigate the case tomorrow.

To express *determination*, *threat*, or *promise* on the part of the speaker, *will* is used in the first person and *shall* in the second and third.

I promise that I *will* write the report tomorrow.

We are determined that he *shall* write his report within three days.

Note: The same rules apply to *should* and *would*, except when *should* implies an obligation or when *would* implies habitual action or a wish.

You *should* write your report.

Every evening we *would* write our reports.

*Would* that I had completed my shift. . .

A *progressive verb phrase* indicates action continuing at the time referred to.

He *is writing* his report. (present progressive)

He *was writing* his report. (past progressive)

He *will be writing* his report. (future progressive)

He *has been writing* his report. (present perfect progressive)

He *had been writing* his report. (past perfect progressive)

He *will have been writing* his report. (future perfect progressive)

## Transitive and Intransitive Verbs

*Verbs* may be classified as *transitive* and *intransitive*.

A verb is *transitive* if it has an object (active voice) or if the subject is acted upon (passive voice). All other verbs are *intransitive*.

He *laid* his gun on the table. (transitive verb, active voice)

The gun *was laid* on the table. (transitive verb, passive voice)

The guns *were lying* on the table. (intransitive)

*Lie, sit, and rise* are intransitive verbs; *lay, set, and rise* are transitive verbs.

## Mood of Verbs

Mood, or mode, indicates the manner in which a verb states its action. Verbs are classified also according to mood as *indicative*, *imperative*, and *subjunctive*.

The *indicative mood* states a fact or asks a question.

The officer *wrote* his report.

*Has* the gun *been fired*?

The *imperative mood* expresses a command or a request.

*Cease* fire.

Please *be* quiet.

The *subjunctive mood* expresses a wish, a condition contrary to fact, a demand, or a state of necessity.



I *wish* I *were* a sergeant.

If he *were* my partner, I would disown him.

It is necessary that a report *be* made.

I demand that the subject *have* another chance.

Caution: Do not use the subjunctive after *if* when the idea is not definitely contrary to fact.

The witness stated, "If he *was* there, I did not see him."

## Appendix B

# UNIFORM CLASSIFICATION OF CRIMES

### PART I CASES<sup>1</sup>

1. Criminal Homicide
  - a. Murder and Nomegligent Manslaughter
  - b. Manslaughter by negligence
2. Rape
  - a. Forcible
  - b. Statutory
3. Robbery
  - a. Highway
  - b. Commercial house
  - c. Oil station
  - d. Chain store
  - e. Residence
  - f. Bank
  - g. Miscellaneous
4. Aggravated Assault
  - a. Assault with intent to kill or murder
  - b. Assault with a dangerous or deadly weapon
  - c. Maiming, mayhem, and assault with intent to main or commit mayhem
  - d. Assault with explosives
  - e. Willful obstruction of railroad
  - f. All attempts to commit any of the above
5. Burglary—Breaking or Entering
  - a. Residence
    1. Night time burglary
    2. Day time burglary
  - b. Nonresidence
    1. Night time burglary
    2. Day time burglary

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<sup>1</sup>Federal Bureau of Investigation: *Uniform Crime Reporting Handbook*. Washington D. C., Federal Bureau of Investigation, 1955. pp. 11-15.

6. Larceny—Theft
  - a. \$50 and over
  - b. Under \$50
7. Auto Theft
  - a. Joy riding
  - b. All other

## PART II CASES<sup>2</sup>

8. Other Assaults
  - a. Simple Assault
  - b. Assault and battery
  - c. Pointing a gun in jest
  - d. Injury caused by culpable negligence
  - e. Intimidation
  - f. Coercion
  - g. Resisting or obstruction of an officer
  - h. Hazing
  - i. Wife beating
  - j. Drawing a dangerous weapon
  - k. All attempts to commit the above
9. Forgery and Counterfeiting
  - a. Forgery (except checks)
    1. Forging wills, deeds, notes, bonds, seals, trademarks, etc.
    2. Possessing or uttering forged instruments
    3. Using forged labels
    4. All attempts to commit the above
  - b. Counterfeiting
    1. Counterfeiting coins, plates, bank notes, checks
    2. Counterfeiting instruments
    3. Possession, manufacture, etc., of counterfeiting apparatus
    4. Selling goods with counterfeited trade-marks
    5. All attempts to commit the above
  - c. Checks (forged and fictitious)
10. Embezzlement and Fraud
  - a. Embezzlement-conversion
  - b. Confidence games
  - c. Fraud
    1. Fraudulent conversion, appropriation, conveyance, entries accounts, registration, use of trade-marks, emblems, mis-branding, etc.

<sup>2</sup>*Ibid.*, pp. 44-47.

2. False personation, pretense, statement, document, representation, claims, evidence, etc.
  3. Gross fraud, cheat, or swindle
  4. Checks (insufficient funds or no account)
  5. Fraudulent use of telephone, telegraph messages
  6. Insurance frauds
  7. Use of false weights and measures
  8. False advertising
  - d. All attempts to commit the above
11. Stolen Property
    - a. Buying
    - b. Receiving
    - c. Possessing
    - d. All attempts to commit any of the above
12. Weapons
    - a. Carrying
    - b. Possessing
    - c. Manufacture or sale
    - d. Using, manufacturing, etc. silencers
    - e. Furnishing deadly weapons to minors
    - f. All attempts to commit any of the above
13. Prostitution And Commercialized Vice
    - a. Prostitution
    - b. Keeping bawdy house, disorderly house, or house of ill fame
    - c. Pandering, procuring, transporting or detaining women for immoral purposes
14. Sex Offenses (except rape and prostitution)
    - a. Adultery and fornication
    - b. Abnormal sex relations
    - c. Intercourse with insane, epileptic, or venereally diseased person
    - d. Indecent liberties
    - e. Miscellaneous
    - f. All attempts to commit any of the above
15. Offenses Against the Family and Children
    - a. Desertion, abandonment, or nonsupport of wife and children
    - b. Neglect or abuse of child
    - c. Nonpayment of alimony
    - d. All attempts to commit the above
16. Narcotic Drug Laws
    - a. Unlawful possession, sale, etc. of narcotic drugs
    - b. Keeping or frequenting an opium den

- c. Habitual users
  - d. All attempts to commit any of the above
17. Liquor Laws
- a. Manufacture, sale, transporting, furnishing, possessing, etc., intoxicating liquor
  - b. Maintaining unlawful drinking place
  - c. Advertising and soliciting orders for intoxicating liquor
  - d. Bootlegging
  - e. Operating still
  - f. Furnishing liquor to a minor or intemperate person
  - g. Using a vehicle for illegal transportation of liquor
  - h. Drinking on train or public conveyance
  - i. All attempts to commit any of the above
18. Drunkenness
- a. Drunkenness
  - b. Drunk and disorderly
  - d. Common or habitual drunkard
  - d. Intoxication
19. Disorderly Conduct
- a. Affray
  - b. Unlawful assembly
  - c. Disturbing the peace
  - d. Disorderly conduct
  - e. Disguised and masked persons
  - f. Prize fights
  - g. Blasphemy, profanity, and obscene Language
  - h. Desecrating flag
  - i. Refusing to assist an officer
20. Vagrancy
- a. Begging
  - b. Loitering
  - c. Vagrancy
  - d. Vagabondage
21. Gambling
- a. Keeping gambling place
  - b. Common gambling
  - c. Owning gambling resort
  - d. Frequenting gambling resort
  - e. Lotteries
  - f. All attempts to commit any of the above
22. Driving While Intoxicated
- a. Operating a motor vehicle while intoxicated

- b. Operating an engine, train, street car, steamboat, etc., while intoxicated
- 23. Violation of Road and Driving Laws
  - a. Speeding
  - b. Reckless driving
  - c. Right of way
  - d. Violation of signs and signals
  - e. Other violations
- 24. Parking Violations
  - a. Overtime
  - b. Other illegal parking
- 25. Other Violations of Traffic and Motor Vehicle Laws
  - a. Hit and run—personal injury
  - b. Hit and run—property damage
  - c. Leaving scene of accident
  - d. All others
- 26. All Other Offenses (not classified above)
  - a. Abduction and compelling to marry
  - b. Abortion
  - c. Admitting minors to improper places
  - d. Arson
  - e. Bigamy and polygamy
  - f. Blackmail and extortion
  - g. Bribery
  - h. Burglary tools (possession, etc.)
  - i. Malicious mischief
  - j. Obscene literature
  - k. Parole violation
  - l. Public nuisances
  - m. Subversive activities
  - n. Trespass
  - o. Miscellaneous (not otherwise classified)
- 27. Suspicion

**PART III CASES**  
**(LOST AND FOUND<sup>3</sup>)**

- 28. Lost
  - a. Persons
  - b. Animals
  - c. Property

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<sup>3</sup>O. W. Wilson: *Police Records*. Chicago, Public Administration Service, 1942, p. 257.

29. Found
  - a. Persons
  - b. Animals
  - c. Property

**PART IV**  
**(CASUALTIES<sup>1</sup>)**

30. Fatal Motor Vehicle Traffic Accidents
  - a. Collision with pedestrian
  - b. Collision with another motor vehicle
  - c. Collision with railroad train
  - d. Collision with street car
  - e. Collision with animal-drawn vehicle
  - f. Collision with bicycle
  - g. Collision with animal
  - h. Collision with fixed object
  - i. Non collision; overturned on roadway
  - j. Non collision; ran off roadway
  - k. Other non collision
  - l. Miscellaneous
31. Personal Injury Motor Vehicle Traffic Accidents  
(Same subdivisions as appear under Item 30)
32. Property Damage Motor Vehicle Traffic Accidents  
(Same subdivisions as appear under Item 30)
33. Other Traffic Accidents (except motor vehicle)
  - a. Railroad accidents
  - b. Street car accidents
  - c. Other traffic accidents
34. Public Accidents (except firearms and dog bite)
  - a. Drownings
  - b. Falls
  - c. Burns, conflagrations, explosions
  - d. Motor vehicle non-traffic
  - e. Other vehicular non-traffic
  - f. Other types
35. Home Accidents (except firearms and dog bite)
  - a. Falls
  - b. Burns, scalds, conflagrations, explosions
  - c. Poisonous gas

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<sup>1</sup>*Ibid.*, 257-259.



- d. Mechanical suffocation
- e. Poison (except gas)
- f. Motor vehicle
- h. Cut or scratch
- g. Other types
- 36. Occupational Accidents (except traffic and other public, firearms, and dog bite)
  - a. Handling objects
  - b. Falls
  - c. Machinery
  - d. Motor vehicles
  - e. Other vehicles
  - f. Falling objects
  - g. Using hand tools
  - h. Burns, conflagrations, explosions
  - i. Other types
- 37. Firearm Accidents (not suicide)
  - a. Home
  - b. Occupational
  - c. Public
- 38. Dog Bites
  - a. Home
  - b. Occupational
  - c. Public
- 39. Suicides
- 40. Suicide Attempts
- 41. Sudden Death and Bodies Found
- 42. Sick Cared For
- 43. Mental Cases

**PART V CASES  
(MISCELLANEOUS<sup>5</sup>)**

- 44. Miscellaneous Service Reports
- 45. Miscellaneous Public Reports
- 46. Special Orders
- 47. General Orders
- 48. Rules and Regulations

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<sup>5</sup>*Ibid.*, p. 259.

## *Appendix C*

### DESCRIPTION OF PROPERTY

**O**NE OF THE FIVE PRINCIPAL activities of the police, along with prevention and repression of crime, apprehension of criminals, and regulation of conduct, is the recovery of lost and stolen property. This function serves the public well by cutting down the cost of crime, aiding the department's public relations, providing good officer contacts and furnishing leads which frequently result in the apprehension of thieves. The efficiency of an individual officer, and consequently his department, in the recovery of property depends almost entirely upon how accurately property is described in field notes and subsequent investigation reports.

System and logic are especially important in describing property. Since most people naturally take familiar things as a matter of course and pay very little attention to them, it is frequently necessary, figuratively, to drag from them descriptions of their most prized possessions. It is commonplace for officers to have to interrogate at length the victim of a burglary to obtain even the most meager description of the property he has lost. Thus, in order that none of the questions which might disclose some point of identification is overlooked, a formula for the description of property has been developed.

#### THE FORMULA

1. Assign a number to each article in the list of lost or stolen articles.
2. State the quantity of the article.
3. Indicate the kind of article.
4. Note the material from which the article is made.
5. Record the physical description of the article.
6. State the physical condition of the article.
7. Determine and record the value of the article.

The above formula may be applied to describe any article, even a domestic animal; it may be pasted in the front of the officers field notebook as a guide while interrogating a victim.

### **The Order of Articles Listed in a Report**

In carrying out the theme of system and logic in property descriptions, some recognition must be given to importance, value, and ease of identification of articles by listing them in predetermined order in the report. Articles should be listed in order as follows:

1. Articles bearing numbers.
2. Articles bearing initials or personal names.
3. Articles bearing identifying marks.
4. Articles bearing identifying characteristics.
5. Articles without market value.

### **Number of the Article in the List of Articles**

Each separate article must be given a list number in the entire list of articles. This number identifies the article should it become necessary to refer to it in other reports, correspondence, and teletypes. For example, list the articles as follows:

- 1 .....
- 2 .....
- 3 .....

### **Number of the Quantity of the Article**

A number should follow the number of the article in the list of articles. This number indicates the quantity of the article. If one article was lost or stolen, the quantity of the article is (1). Note that this number is placed in parenthesis. For example:

1. (1) WATCH, .....

### **Kind of Article**

The number of the article in the list of articles and the number of the quantity of the article should be followed by the kind of article. This includes the name, designation of whom or what the article is designed for, trade name, manufacturer and/or seller. For example:

1. (1) WATCH, man's wrist, Elgin .....

## Material

The kind of article is followed by the material from which it is constructed.

If the material is metal it should be designated as yellow metal,<sup>1</sup> white metal, gold metal, green metal, brass, copper, etc., followed by the kind of metal claimed by the victim, for example: WM, platinum claimed. It is unwise to take the responsibility for judging, from the victim's description, exactly what kind of metal is involved. Note that the material may be abbreviated.

In the identification of jewels, the same procedure is followed: red stone, green stone, etc., followed by the kind of stone claimed.

Diamonds are designated as white stones.<sup>2</sup> When a white stone is taken to a pawnshop, the pawnbroker will call it a diamond if it is a diamond; however, if it is not he will usually show it as a white stone in his records. For example, describe the material as follows:

1. (1) WATCH, man's wrist, Elgin, YM, 24K gold claimed . . . .

Great care should be exercised in describing other materials. Cloth generally is described by the victim as "silk" may be rayon, bemberg, taffeta, pongee, shantung, satin, crepe, or nylon. "Leather" may be artificial leatherette, cowhide, horsehide, seal-skin, ostrich, alligator, snakeskin, calfskin, or a number of others. "Wool" may be all wool, half wool, virgin wool, or reclaimed wool.

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<sup>1</sup>Solid gold is 24 karat gold. "Karat," when used as a designation for gold, is a unit of quality of fineness and means that, in the case of 24 karat gold, there are 24 grains—a unit of weight—to the pennyweight, also a unit of weight. Since pure gold is soft, it is mixed with a base metal to give it better wearing quality. Therefore, 18 karat gold means that there are 18 grains of gold and 6 grains of base metal to the pennyweight. "K" is the abbreviation for karat. Twenty-four grains equal pennyweight in Troy measure. Metals may be gold-filled, rolled gold, gold-plated, or gold-washed. Gold-filled and rolled gold articles are those with a veneer of gold metal on a base metal. Both processes are the same except that the gold on a gold-filled article is of greater karat value than on a rolled gold article. A gold-filled article is .03 K or more. A rolled gold article is .015 K to .03 K. Gold-plated or gold-washed articles are electroplated with gold of below .015 karat value.

<sup>2</sup>A "carat," when used in connection with diamonds or other precious stones, is a unit of weight amounting to about 3-1/10 grains, which makes slightly more than 155 carats equal to 1 ounce. The carat in diamonds and other stones has nothing to do with quality. Diamonds are often designated as so many points, and a "point" means 1/100 of a carat. The abbreviation for the stone carat is "ct."

Silver ware may be sterling, which is 25/100 pure silver and 75/100 copper or other metal, or it may be plated ware.

### Physical Description

In the interest of accuracy and increased possibilities of later identification, the physical description of property should include such items as model, size,<sup>3</sup> shape, color, pattern,<sup>4</sup> measurements, style, and identifying marks.

Identifying marks may include numbers,<sup>5</sup> initials, marks placed on the article by the owner, damage, repairs, and scratches.<sup>6</sup> For example:

1. (1) WATCH, man's wrist, Elgin, YM, 24K gold claimed, size 10, "Lord Elgin," case #675342, movement #365471 . . . . .

### Physical Condition

Noting the condition of the article involves recording the time when it was purchased; whether new or used when purchased; the state of repair, such as shabby, dirty, worn, mended, patched, clean, etc. For example:

1. (1) WATCH, man's wrist, Elgin, YM, 24K gold claimed, size 10, "Lord Elgin," case #675341, movement # 3 6 5 4 7 1 purchased Robert Jewelry Co., 1210 Main St., St. Louis, Missouri 1950, several scratches on back of case.

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<sup>3</sup>For example, watches come in sizes classified by the diameter of the face and the thickness of the movement. Swiss watches are measured in lignes (1 ligne equals 1/32 inch). Swiss watches are manufactured in sizes from 3-3/4 to 14 lignes. American watches are assigned arbitrary numerical sizes from 26/0 to 18.5. Most common American pocket watch sizes are 12, 16, and 18.

<sup>4</sup>Flat silver, which is table silver, has a pattern name; it is important to know what company made the set, since there are duplications of names among the various lines. Whether the set is sterling or plate should be ascertained.

<sup>5</sup>Typewriters, tools, radios, television sets, and many pieces of equipment have serial numbers. For example, the popular American-made watches, such as Elgin, Howard, Hamilton, Waltham, and Illinois, have both a case number and a movement number. Cheap watches do not have either. Bulova, Gruen, Tavannes, Westfield, and some others have a case number only. Silver services, silver dishes, and trays have a number on the bottom and usually a hallmark or trademark.

<sup>6</sup>Expensive jewelry frequently will have a jeweler's scratch mark engraved by the manufacturer near the trademark under a 10 power glass, which makes it practically invisible to the naked eye. The seller will usually have a record of this number. Jewelers usually mark watches with a distinctive mark at the time of repair.

**Value**

Recording of the value of an article involves a listing of insurance coverage and name of the insurance company if the article is insured, original cost, and current market value.

**Example of Complete Description**

An example of a complete description of a lost or stolen watch might be as follows:

1. (1) WATCH, man's pocket, Waltham, hunting case, purchased at Kay Jewelry Co., 25 6th St., S.F., in 1940, YM, 18K gold claimed, "Vagabond," size 16, 23 jewel, double back inner snap, hinged outer screw back, screw crystal, stem wind, white face, Arabic numerals, second hand at 6 o'clock, back bearing embellished script initials "ABC." Case #1234567, movement #7654321. Last repaired by A. R. Brown, 146 Powell St., in 1947. Owner's own mark, three dots in triangle above inside inner back cover. Small dent on left edge. Purchase price \$110.00. Market Value \$65.00.

**Directory of Descriptions of Articles Most Commonly Lost or Stolen**

Police records indicate that the following kinds of articles are most frequently lost or stolen: (1) binoculars; (2) cameras; (3) clothing; (4) firearms; (5) handbags; (6) jewelry; (7) luggage; (8) musical instruments; (9) radios; and (10) tools. Due to the difficulty most persons, including police officers, experience in describing these common articles, a directory of descriptions follows:

**Binoculars**

1. *Number of the article in the list of articles.*
2. *Quantity of the article.*
3. *Kind of article.*
4. *Material.*
5. *Physical description.*

*Power and size.* The first number indicates power; the second number indicates the size of the lens in millimeters. for example: 8x30.

*Type of focusing.* Central or single eye.

*Bridge.* Hinged or solid bridge.

*Barrels.* Describe the length and covering material of the barrels.

*Lens.* Coated, etc.

*Description of the carrying case* (if any).

6. *Condition*

*Marks.*

*Damage.*

*Signs of wear.*

*Repairs.*

7. *Value*

*Where and when purchased.*

*Purchase price.*

*Market value.*

## Cameras

1. *Number of the article in the list of articles.*

2. *Quantity of the article.*

3. *Kind of article.*

4. *Material.*

5. *Physical description.*

*Numbers.* Locate and record two numbers on valuable cameras: one on the lens, another on the camera itself.

*Owner's Description.* Accept and record the owner's description of the camera.

*Description of the carrying case* (if any).

6. *Condition.*

*Marks.*

*Damage.*

*Signs of wear.*

*Repairs.*

7. *Value.*

*Where and when purchased.*

*Purchase price.*

*Market value.*

## Clothing

*Suits—men's and women's.*<sup>7</sup>

1. *Number of the article in the list of articles.*

2. *Quantity of the article.*

3. *Kind of article.*

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<sup>7</sup>Women's tailored suits and coats have the same general identifying characteristics as men's suits and overcoats. The word "tailored," when applied to any article of women's wear, means plain or without decoration.



4. *Material.*

*Description of pattern in weave.*

Describe as: whipcord, serge, gabardine, flannel, tweed, broadcloth, worsted, etc.

5. *Physical description.*

*Color.* Get color as exactly as possible.

*Size.* Women's suits are described by size number.

Men's suits come in three lengths: short, medium, and long, plus the size number. For example, size 40 will be found in short, medium, and long.

*Labels.* State the manufacturer's label, usually found inside of inside coat pocket of men's suits. State the retailer's label, usually found outside of inside coat pocket or at the nape of neck of men's suits. In women's suits there is no uniform placement of labels.<sup>8</sup>

*Cleaning marks.*

*Owner's name.*<sup>9</sup>

6. *Condition.*

*Damage.*

*Repairs.* Mended, patched, etc.

*Signs of wear.*

7. *Value*

*Where and when purchased.*

*Purchase price.*

*Market value.*

*Coats—men's and women's suit coats,<sup>10</sup> overcoats, or topcoats.*

1. *Number of the article in the list of articles.*<sup>11</sup>

2. *Quantity of the article.*

3. *Kind of article.*

*Jacket.*

*Cardigan, etc.* Men's sport coats and women's suit and top coats are of this kind.

4. *Material.*

*Describe as in the case of suits.*

5. *Physical description.*

*Style.*

*Single or double breasted.* Record how many buttons

<sup>8</sup>See further description of coats and trousers for additional description of suits. Include description of coat and trousers in the suit description when an entire suit is lost or stolen.

<sup>9</sup>Tailor-made suits frequently have the owner's name or initials on the inner coat pocket. Some tailors and furriers have the customer sign the inner lining of the coat near the front; it is necessary to loosen the lining to see the name.

<sup>10</sup>Describe any coat of waist length as a "jacket."

<sup>11</sup>If the coat is a part of a suit, describe the coat along with the entire suit.

and how many buttons will button in double breasted coats.

*Lapels.* Peaked, semi-peaked, notched. Woman's coats may have a wing lapel.

*Shawl.* On tuxedos.

*Button holes in one or more lapels.*

*Pockets.* Patch or inset; with or without flaps; piped; extra cash pocket; number and location of inside pockets.

*Lining.* Color and type of material; full, half, or quarter lined.

*Back.* Box, with or without seam; conservative, slightly form fitting; form fitting; pronounced form fitting; drape, extremely form fitting; lounge, hangs from shoulders to hips, where it is snug; wedge shaped, non-form fitting at waist; sport back, half belt with pleats—may or may not have "free swing or vent"—may have two vents.

*Stitched or welted edge.*

6. *Condition.*

*See men's and women's suits.*

7. *Value.*

*See men's and women's suits.*

*Overcoats and topcoats—men's and women's*

1. *Number of the article in the list of articles.*

2. *Quantity of the article.*

3. *Kind of article.*

*Overcoat.*

*Topcoat.*

4. *Material.*

*Describe the same as men's and women's suit coats.*

5. *Physical description.*

*Describe generally as you would a suit coat.*

*Lining.* May be removable, zipper, or button.

*Pockets.* May be slashed.

*Sleeves.* May be split, adjustable cuff tabs. In women's coats only, they may be leg-o'-mutton, fitted to elbow, or all the way; length of sleeve—short, elbow, three-quarter or long.

*Trim.* May be found on women's coats only. The trim may be different collar, cuffs, bottom. The trim may consist of pleats, front or back.

*Fly front.*

*Vent.*

*Reversible.*

*Reglan shoulders.* Hangs from the shoulders.

*Chesterfield.*

6. *Condition.*

See men's and women's suits.

7. *Value.*

See men's and women's suits.

*Trousers—men's and women's slacks.*<sup>12</sup>1. *Number of the article in the list of articles.*<sup>13</sup>2. *Quantity of the article.*3. *Kind or article.*

*Men's trousers.*

*Women's slacks.*

4. *Material.*

*Describe as in the case of suits.*

5. *Physical description.*<sup>14</sup>

*Waistband. Regular, with waistband and loops at the top; drop belt loops, with waistband and belt loop on waistband and the other end below;*

*French waistband, no visible waistband and belt loops below the top of trousers; extended waistband, waistband continued beyond fly, and buttoned.*

*Cuffs or none.*

*Pleats. Give the number and whether turned in or out.*

*Pockets. Patch or inset, with or without flaps, etc.*

6. *Condition*

*See men's and women's suits.*

7. *Value.*

*See men's and women's suits.*

*Women's Clothes, generally*1. *Number of the article in the list of articles.*2. *Quantity of the article.*3. *Kind of article.*

*Dress.*

*Blouse, etc.*

4. *Material.*

*Kind.*

*Color. Plain or figured, including color and design of figure.*

5. *Physical description.*

*Size.*

*Trim.*

*Color.*

*Buttons.*

<sup>12</sup>Men's and women's tailored slacks in many cases are similar even to the front fly.

<sup>13</sup>If the trousers are a part of the suit, describe them along with the entire suit.

<sup>14</sup>Apply the physical description of trousers to the description of the entire suit if they are a part of a suit.

Braid or piping.  
Embroidery or cut work.

*Skirt.*

Describe as part of a suit if such is the case.  
Length.  
Fit.  
Slashed or slitted. Give location and length of slit.  
Pockets.  
Number of panels or gores.

6. *Condition.*

*New or used.*  
*Signs of wear.*  
*Repairs.* Mended, etc.

7. *Value.*

*Where and when purchased.*  
*Purchase price.*  
*Market value.*

*Hosiery*

1. *Number of the article in the list of articles.*

2. *Quantity of the article.*

3. *Kind of article.*

*Lady's*

*Man's*

*Child's*

4. *Material.*

*Silk.*

*Nylon.*

*Rayon.*

*Silk and wool.*

*Wool.*

*Cotton top and/or feet.*

5. *Physical Description*

*Size.*

Foot size.

Length.

*Color.* Clocks or heel decorations.

*Weight.*

Sheer.

Medium weight.

Service weight.

Denier or gauge.

*Weave.*

Run-proof weave, etc.

*Seam or seamless.*

6. *Condition.**New.**Signs of wear.**Repairs. Mended, etc.*7. *Value.**Where and when purchased.**Purchase price.**Market price.**Jackets, men's.*1. *Number of the article in the list of articles.*2. *Quantity of the article.*3. *Kind of article.*4. *Material.**Gabardine.**Melton.**Leather. Describe the kind.*5. *Physical description.**Color. Design and weave.**Size.**Pockets.**Number. Inside and outside.**Kind. Slash, inset, patch, muff-type, flap.**Fastenings. Zipper or button.**Collar.**Knitted. Also describe cuffs on leather jacket.**Fur or pile.**Lapels. Describe as in coats.**Detachable.**Parka hood.**Lining.**Color.**Material. Rayon, quilted, sheepskin, blanket.**Back.**Plain, half-belt, swing shoulders.*6. *Condition.**Damage.**Signs of wear.**Repairs.*7. *Value.**Where and when purchased.**Purchase price.**Market price.**Shirts, men's*1. *Number of the article in the list of articles.*

2. *Quantity of the article.*

3. *Kind of article.*

*Dress.*

*Work.*

*Cowboy.*

4. *Material.*

*Cotton.*

*Wool.*

*Rayon.*

*Rayon gabardine.*

*Nylon.*

*Oxford weave.*

5. *Physical description.*

*Color.*

*Pattern.*

*Brand.*

*Collar style.*

*With or without collar.*

*Size.<sup>15</sup>*

*Collar size.*

*Sleeve length.*

*Buttons.* Number on cuffs if more than one, as cowboy shirts; button down collar; number of buttons down the front.

*Pockets.* Number, with or without flaps.

*Cuffs.* Regular, for cuff links, French cuffs.

6. *Condition.*

*Damage.*

*Signs of wear.*

*Repairs.* Mended, etc.

7. *Value.*

*Where and when purchased.*

*Purchase price.*

*Market value.*

#### *Sweaters*

1. *Number of the article in the list of articles.*

2. *Quantity of the article.*

3. *Kind of article.*

*Man's.*

*Woman's.*

*Child's.*

4. *Material.*

*All wool.*

<sup>15</sup>Sport shirts come in small, medium and large.

*Half wool.*  
*Virgin wool.*  
*Reclaimed wool.*  
*Cotton.*  
*Nylon.*  
*Orlon.*  
*Angora.*  
*Cashmere.*

5. *Physical description.*

*Size.*  
*Style.*  
 Coat. Button or zipper.  
 Pull over.  
*Pattern.*  
 Color.  
 Design.  
 Weave.  
*Neck.*  
 Crew neck.  
 Turtle neck.  
 V neck.  
 Roll collar.  
*Sleeve or sleeveless.*

6. *Condition.*

*Damage.*  
*Signs of wear.*  
*Repairs.* Mended, etc.

7. *Value.*

*Where and when purchased.*  
*Purchase price.*  
*Market value.*

*Furs*<sup>16</sup>

1. *Number of the article in the list of articles.*
2. *Quantity of the article.*
3. *Kind of article.*  
     *Coat.*  
     *Stole, etc.*
4. *Material.*  
     *Rabbit.*<sup>17</sup>

<sup>16</sup>Since furs are so difficult to recover, it is very necessary to get as complete a description of the piece as possible.

<sup>17</sup>Rabbit has been given many trade names: coney, beaverette, lapin, sealene, Arctic seal, Belginm beaver, blulette, casterette, chinchillette, erminette, French sable, Galland squirrel, marmotine, minkony, moline, nutriette, twin beaver, or Baltic leopard.



*Skunk.*<sup>18</sup>

*Manchurian dog.*<sup>19</sup>

*Hudson seal.* (This is plucked, dyed muskrat.)

*Mouton.* (This is sheared lamb and looks like beaver).

*Squirrel.*

*Fox.*

*Mink.*

etc.

5. *Physical description.*

*Color.* (Indicate whether dyed or natural.)

*Lining.*

*Material.* (Color, bindings and piping.)

*Pockets.*

*Labels.*

*Length.* The length is measured from the bottom of the collar down the back. It may be  $\frac{3}{4}$  length, fingertip, or a "chubby."

*Fasteners.* Frogs, hooks and eyes, buttons, or snaps.

*How many skins.* If the fur is a neckpiece, are heads and/or tails sewed on.

6. *Condition.*

*New or used.*

*Signs of wear.*

*Repairs.* Who made the repairs.

7. *Value.*

*Where and when purchased.*

*Purchase price.*

*Market value.*

## Firearms

1. *Number of the article in the list of articles.*

2. *Quantity of the article.*

3. *Kind of article.*

4. *Material.*

5. *Physical description.*

*Make.*

*Caliber.*

*Serial number.* Some guns have hidden serial numbers

Many foreign makes have no serial number at all.

*Finish.* Nickel plated, blue, rough, or sandblasted.

*Length of barrel.* 2in., 4in., 6in., etc.

<sup>18</sup>Skunk may be called civet cat, Alaska sable, black marten.

<sup>19</sup>Manchurian dog is often called Belgium lynx, black poiret fox.

- Grips.* Give the material, color, and type.  
*Loaded or unloaded.*
6. *Condition.*  
*Marks.*  
*Damage.*  
*Repairs.*  
*Signs of wear.*
7. *Value.*  
*Where and when purchased.*  
*Purchase price.*  
*Market value.*

## Handbags

1. *Number of the article in the list of articles.*
2. *Quantity of the article.*
3. *Kind of article.*
4. *Material.*  
*Leather.*  
*Patent leather.*  
*Suede.*  
*Sealskin.*  
*Ostrich.*  
*Calfskin.*  
*Cowhide.*  
*Reptile.* Alligator, lizard, snake.  
*Cloth.* Cord, petit point, moire, etc.  
*Plastic.*
5. *Physical description.*  
*Style.* Pouch, box, envelope, underarm, shoulder strap.  
*Handles.* Pannier and double pannier, cuff, wrist, plastic, chain, etc.  
*Fasteners.* Zipper, turnlock, lift lock, snap lock.  
*Inside description.* Lining, material and color; label; number of divisions; attached coin purse, etc.  
*Contents.* Accessories, comb, lighter, lipstick holder, address book, etc. Give a complete list of contents.
6. *Condition.*  
*Marks.*  
*Damage.*  
*Signs of wear.*
7. *Value.*  
*Where and when purchased.*  
*Purchase price.*  
*Market value.*

**Jewelry, Generally**<sup>20</sup>

1. *Number of the article in the list of articles.*
2. *Quantity of the article.*
3. *Kind of article.*
  - Figure.*
  - Charm.*
  - Scatter pin.*
  - Breastpin or brooch.*
  - Clip.*
  - Cuff buttons.*
  - Cuff links.*
  - Studs.*
  - Locket.*
4. *Material.*
  - Yellow metal.*
  - White metal.*
  - Other material.*
5. *Physical description.*
  - Kind.*
    - Novelty.*<sup>21</sup>
    - Costume.*<sup>22</sup>
  - Size.*
  - Shape.*
  - Design.*
  - Stones.*
6. *Condition.*
  - New.*
  - Damaged.*
7. *Value.*
  - Where and when purchased.*
  - Purchase price.*
  - Market value.*

**Bracelets and Anklets**

1. *Number of the article in the list of articles.*
2. *Quantity of the article.*

<sup>20</sup>Jewelry, in general, includes all types of jewelry except rings, necklaces, earrings, bracelets, and watches.

<sup>21</sup>Novelty jewelry may include figures, charms, scatter pins, bracelets, necklaces, rings or any other jewelry. Novelty jewelry is of little value and is usually gaudy and set with cheap rhinestones of various colors.

<sup>22</sup>Costume jewelry is difficult to distinguish from novelty jewelry. That novelty jewelry which is more expensive and indicates better workmanship may be called costume jewelry.

3. *Kind of article.*
  - Bracelet.*
  - Anklet.*
4. *Material.*
  - Yellow metal.*
  - White metal.*
  - Gold metal.*
5. *Physical description.*
  - Kind.*
    - Expansion.*
    - Link.*
    - Bangle or charm.*
    - Novelty.*
    - Costume.*
  - Settings.*
    - How the settings are mounted.*
    - Distance between sets.*
    - Number of sets.*
    - Kind and color of sets.*
6. *Condition.*
  - New or old.*
7. *Value.*
  - Where and when purchased.*
  - Purchase price.*
  - Market value.*

## **Earrings**

1. *Number of the article in the list of articles.*
2. *Quantity of the article.*
3. *Kind of article.*
4. *Material.*
  - Yellow metal.*
  - White metal.*
  - Other material.*
5. *Physical description.*
  - Kind.*
    - Novelty.*
    - Costume.*
  - Type.*
    - Clip.*
    - Screw.*
    - Hoop.*
    - For pierced ears.*
  - Style.*
    - Teardrop.*

Dangle.

Petal.

Button.

*Design.* Describe the design.

*Stones.*

6. *Condition.*

*New or Old.*

7. *Value.*

*Where and when purchased.*

*Purchase price.*

*Market value.*

## Necklaces

1. *Number of the article in the list of articles.*

2. *Quantity of the article.*

3. *Kind of article.*

*Costume.*

*Novelty, etc.*

4. *Material.*

*Yellow metal.*

*White metal.*

*Gold metal, etc.*

5. *Physical description.*

*Kind.*

*Chain.* Give size and design of links.

*Snake.*

*Lariat.*

*Pearl.*

*Crystal.* Artificial, tin cut, rock.

*Stones.* Number of stones and space between them.

*Number of Strands.*

*Length of Strands.*

*Knotted.*

*Choker.*

6. *Condition.*

*New or Old.*

7. *Value.*

*Where and when purchased.*

*Purchase price.*

*Market price.*

## Watches

1. *Number of the article in the list of articles.*

2. *Quantity of the article.*

3. *Kind of article.*

- Lady's.*
  - Wrist.*
  - Lapel.*
- Man's.*
  - Wrist.*
  - Pocket.*
- 4. *Material.*
  - Yellow metal.*
  - White metal.*
- 5. *Physical description.*
  - Name of manufacturer.*
  - Name of the watch. (brand)*
  - Distinctive brand name.*
    - Lord Elgin*
    - Vagabond, etc.*
  - Size.*
  - Shape.*
  - Number of jewels.*
  - Descriptive characteristics of case and movement.*
  - Case number.*
  - Movement number.*
  - Initials or engravings.*
- 6. *Condition.*
  - Scratches.*
  - Dents.*
  - Identifying marks.*
  - Damaged.*
  - Repairs.* The person who last repaired the watch.
- 7. *Value.*
  - Where and when purchased.*
  - Purchase price.*
  - Market price.*

## **Rings**

1. *Number of the article in the list of articles.*
2. *Quantity of the article.*
3. *Kind of article.*
  - Man's.*
  - Woman's.*
  - Baby's.*
4. *Material.*
  - Yellow metal.*
  - White metal.*

5. *Physical description.**Kind.*

Emblem. Lodge, fraternity, class, school.

Signet. Give initials and type of letters.

Block.

Old English.

Script.

Seal ring.

Dinner ring.

Wedding ring.

Engagement ring.

*Size.* Size 1 is  $15/32$  in. inside diameter;  
each size increases  $1/32$  in.

*Mounting.*

Belcher.<sup>23</sup>

Bezel.<sup>24</sup>

Gypsy.<sup>25</sup>

Tiffany.<sup>26</sup>

Claw.<sup>27</sup>

Basket.<sup>28</sup>

*Settings.*

White stone.<sup>29</sup>

Birthstone.<sup>30</sup> Describe as red stone, green stone, etc.

Cameo.<sup>31</sup>

Intaglio.<sup>32</sup>

<sup>23</sup>The Belcher mounting involves a round stone set into a slightly raised mounting consisting of six heavy prongs holding the set in place.

<sup>24</sup>A Bezel mounting is one in which the set is held in the ring, brooch, or pin by a groove or flange. The groove or flange may extend all around the mounting or be on the corners or sides only.

<sup>25</sup>A Gypsy mounting is one in which the stone is set directly into the ring all the way around by use of the Bezel or groove.

<sup>26</sup>A Tiffany mounting is one in which the stone is set on a high mounting and held in place by 6 to 8 rather delicate prongs.

<sup>27</sup>A claw mounting is any prong mounting other than a Tiffany.

<sup>28</sup>In the Basket mounting the stone is set into the mounting as in the Gypsy mounting but has filigree work around the stone.

<sup>29</sup>All diamonds must be described as white stones. There are some black, pink, blue, green, and brown diamonds, but these are so rare; they are museum pieces. Describe a diamond as white stone, diamond claimed.

<sup>30</sup>Birthstones may be garnet, amethyst, bloodstone, aquamarine, emerald, or others.

<sup>31</sup>A Cameo setting is a carved, raised figure, usually a head.

<sup>32</sup>An intaglio is a figure carved into a stone.



*Type of cut.*

*Baguette*

*Chip*

*Cut stone.*

*Marks, engravings, etc.*

6. *Condition.*

*Scratches.*

*Signs of wear.*

*Repairs.* Give name of jeweler.

7. *Value.*

*Where and when purchased.*

*Purchase price.*

*Market value.*

## Luggage

*Bags.*

1. *Number of the article in the list of articles.*

2. *Quantity of the article.*

3. *Kind or article.*

*Gladstone.* A suitcase-size bag which opens flat.

*Club bag.* A box bottom bag with the top forming the apex of a triangle, closes with zipper or locks.

*Week-end bag.* May be fitted or fortnighter—a small trunk carried like a suitcase.

4. *Material.*

*Leather.*

*Patent leather.*

*Plastic.*

*Top grain cowhide.*

*Split cowhide.*

*Rawhide, etc.*

5. *Physical description.*

*Size or measurements.*

*Handles.*

*Fasteners.*

*Inside description.* Lining and color, number of partitions, pockets, etc.

6. *Condition.*

*Name or initials.*

*Marks.*

*Damage.*

*Signs of wear.*

7. *Value.*

*Where and when purchased.*

*Purchase price.*

*Market value.*

*Trunks*

1. *Number of the article in the list of articles.*
2. *Quantity of the article.*
3. *Kind or article.*
  - Foot locker. With or without tray.*
  - Steamer or wardrobe trunk. Number of hangers and drawers.*
  - Box trunk.*
4. *Material.*
  - Leather.*
  - Metal, etc.*
5. *Physical description.*
  - Size or measurements.*
  - Handles.*
  - Fasteners.*
  - Locks.*
  - Inside description. Lining and color, number of compartments, etc.*
  - Name or initials.*
6. *Condition.*
  - Marks.*
  - Dents.*
  - Damage.*
  - Signs of wear.*
7. *Value.*
  - Where and when purchased.*
  - Purchase price.*
  - Market value.*

*Brief cases and brief bags*

1. *Number of the article in the list of articles.*
2. *Quantity of the article.*
3. *Kind of article.*
  - Brief case.*
  - Brief bag.*
4. *Material.*
  - Leather. Top grain cowhide, split cowhide, rawhide, etc.*
  - Patent leather.*
  - Imitation leather, etc.*
5. *Physical description.*
  - Size or measurements.*
  - Handles. Single or double handles.*
  - Fasteners.*

*Straps.* With or without straps. Do the straps go all the way around?

*Inside description.*

*Number of compartments.*

*Contents.*

## Musical Instruments

1. *Number of the article in the list of articles.*

2. *Quantity of the article.*

3. *Kind of articles.*

*Saxophone.*

*Clarinet.*

*Flute.*

*Trumbone, etc.*

4. *Material.*

5. *Physical description.*

*Make.* Manufacturer.

*Serial Number.*

*Pitch.* Most wind instruments are made in varying pitch; e.g., saxophones are in C, E flat tenor, and B flat baritone. Clarinets are in A, B flat tenor and bass. The same applies to many string instruments.

*Finish.* Brass, silver, gold, rough or sandblasted. Gold or brass with silver design or vice versa, silver with gold bell.

*Description of case.* Give complete description, including attachments and other articles in the case.

6. *Condition.*

*Marks.*

*Dents.*

*Scratches.*

*Signs of wear.*

7. *Value.*

*Where and when purchased.*

*Purchase price.*

*Market value.*

## Radios<sup>33</sup>

1. *Number of the article in the list of articles.*

2. *Quantity of the article.*

3. *Kind of article.*

*Portable.*

<sup>33</sup>In descriptions of television sets use the same information as radios. In addition, give size of screen and number of control knobs under physical description.

*Table model.*

*Console, etc.*

4. *Material.*

*Wood.*

*Metal.*

*Plastic.*

*Number of tubes.*

5. *Physical description.*

*Brand or Make.*

*Table model.*

*Dial.* Horizontal or vertical slot, round, slide rule or half circle.

*Brands.* AM, FM, short wave.

*Number of knobs.*

*Description of case.* Color and material.

*Recordplayer* (if any).

*Serial number.* In small radios the serial number is usually inside, out of sight.

6. *Condition.*

*Marks.*

*Dents.*

*Scratches.*

*Signs of wear.*

7. *Value.*

*Where and when purchased.*

*Purchase price.*

*Market value.*

## Tools

1. *Number of the article in the list of articles.*

2. *Quantity of the article.*

3. *Kind of article.*

*Hammer.*

*Handsaw.*

*Carpenter's level, etc.*

4. *Material.*

5. *Physical description.*

*Standard information.* Include all standard information as obtained from the owner. The owner usually knows such tools, their names and uses.

*Description of chest or box* (if any).

*Serial numbers.* Give serial numbers of those tools that have them.

*Electrically operated.* Designate any tool that is electrically operated.

6. *Condition.*

*Damage.* Indicate marks and scratches, stating what and where.

7. *Value.*

*Where and when purchased.*

*Purchase price.*

*Market value.*

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